

## JOB DESCRIPTION

<b>Job Title:</b>	Family Solicitor
<b>Department:</b>	Family
<b>Reporting to:</b>	Head of Family
<b>Job purpose:</b>	To provide a high quality legal service as a member of the Family Department to a wide range of individual clients on a local, regional and national basis.
<b>Key responsibilities</b> <ul style="list-style-type: none"> <li>• Advising and representing individuals on a whole range of family law matters;</li> <li>• Advising vulnerable clients in relation to court proceedings;</li> <li>• Deliver a client-focused and commercial service at the highest level</li> <li>• Where appropriate conducting advocacy;</li> <li>• Where appropriate advising upon the merits of an appeal;</li> <li>• Where appropriate instructing Counsel to advise and / or to conduct advocacy;</li> <li>• Dealing with all aspects of a busy and profitable caseload;</li> <li>• Taking clients' instructions;</li> <li>• Advising upon the law and other issues;</li> <li>• Analysing documents and researching case law;</li> <li>• Maintaining and growing your own caseload, subject to an appropriate level supervision by the Department Head;</li> <li>• Financial management on files eg time recording, billing, cash collection (with the assistance of the accounts team);</li> </ul>	
<b>Quality</b> <ul style="list-style-type: none"> <li>• Helping to ensure that quality standards are progressively developed;</li> <li>• Consistently delivering high quality legal services through appropriate monitoring and management of own personal training and development;</li> <li>• Contributing to the firm via membership of committees, projects and associations;</li> <li>• Adherence to the standards as set by the SRA and to all of the firm's policies and procedures.</li> </ul>	
<b>Finance</b> <ul style="list-style-type: none"> <li>• Delivering agreed billing and other targets (WIP and aged debt in particular) in accordance with departmental and personal financial budgets.</li> </ul>	
<b>Marketing</b> <ul style="list-style-type: none"> <li>• Taking an active role in the Department's Marketing and Business Development initiatives;</li> <li>• In particular helping to cross sell the Department's services internally;</li> <li>• Also in attending external business development opportunities;</li> <li>• Helping to maintain Legal 500/Chambers rankings.</li> </ul>	
<b>General</b> <ul style="list-style-type: none"> <li>• Working diligently and in good faith within the general working practices required of a qualified solicitor;</li> <li>• Maintaining the highest standards in relation to personal conduct, relations with colleagues; stakeholders and third parties;</li> <li>• Carrying out any other tasks as and when required by the Firm or senior management.</li> </ul>	