

**Job title: Family Solicitor**

**Department: Family**

**Reports to: Head of the department**

**Job type: Full time (Will consider flexible working)**

**Monday – Friday 35 hours per week**

**Salary: Negotiable based upon experience.**

**Benefits:**

- Starting at 23 days holiday + Bank holidays with potential to move up to 28 days + Bank holidays
- Salary Exchange pension with Royal London
- Flexible working
- Employee discount
- Sick pay scheme
- Vitality health insurance
- Study leave
- Training & career progression opportunities

**The Role**

The role of Family Solicitor is to conduct a caseload of private law proceedings/ matters including, but not limited to:

- Divorce/Dissolution,
- Financial Remedy
- Private law Children Act
- Separation/ Cohabitation Agreements

**Person specification/ skills, knowledge and experience:**

- A qualified Solicitor with a valid Practising Certificate or Chartered Legal Executive with a minimum of 3 years PQE
- Possess relevant experience of acting for clients in connection with private law proceedings/ family matters;
- A competent practitioner and advocate;
- Able to perform fee earning work diligently and provide a high standard of client care
- An excellent communicator
- A professional approach to work, integrity and a respect for confidentiality;
- A self-starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members and displaying trust and loyalty;
- An ability to manage assigned tasks in an assertive, efficient and timely manner;
- Exceptional interpersonal skills, demonstrating professionalism in all dealings. Able to deal with clients with sympathy and empathy as appropriate;
- Excellent attention to detail and sets quality of service as a primary objective;
- The flexibility to work outside normal office hours as may be required from time-to-time.

**Key Responsibilities and Duties include:**

**Client Relations**

- Providing legal advice and assistance to clients;
- Taking clear instructions from clients and acting on such instructions;
- Minimising exposure to firm and mitigating any risks;
- Manage client expectations;
- Provide clear costs information on all matters;
- Ensuring clients have agreed to the firm terms & conditions;
- Ensuring necessary ID is on all client files;
- Ensuring your client invoices are paid on time;
- Managing your caseload ensuring clients receive regular contact from the firm
- Effective credit control;

**Professional standards**

- Maintaining a professional standard at all times;
- Following the appropriate legislation at all times;
- Keeping up to date with compliance procedures and policies;
- Keeping up to date with changes and developments in the law;
- Carrying out risk assessments on all files and notifying compliance of any risks to the firm;

**Management responsibilities**

- Delegating work to trainee solicitors, paralegals and legal secretaries as appropriate;
- To consider taking part in pro-bono work;

**Marketing responsibilities**

- To bring in new clients not only for your department but for the firm as a whole;
- To produce blogs/ articles for the website/the firm's social media;
- Maintaining and building relationships with introducers and referrers;
- To encourage cross-selling and up-selling in your department;

**Training**

- To maintain your training record in accordance with your regulator's policy;
- To undertake training in connection with Anti-Money Laundering training, Data Protection, Fraud and Cybercrime as required;
- To actively keep up to date and further your knowledge within the area of which you work.

**Inclusive responsibilities**

- To act in the best interest of the firm at all times;
- To adhere to the firm's policies at all times;
- To be respectful at all times to colleagues, suppliers, clients and any other visitors of the firm;
- To provide a high standard of client care.