

Solicitor/Legal Executive

Job Description

Reports to: Senior Associate or Director

Overview of role

To provide expert legal support and advice to clients following the correct legislation and firm procedures with confidence. To take instructions from clients and advise on necessary courses of legal action in line with the SRA Code of Conduct and the company policies. Clients can be individuals, groups, public sector organisations or private companies.

Undertaking Legal work:

- Analyse legal issues and provide sound legal advice and guidance to clients;
- Ensure all case-related deadlines are met and maintain accurate and organised case files.
- Review work for accuracy, consistency, and adherence to firm standards;
- Build strong relationships with clients, demonstrating empathy, professionalism, and exceptional client service;
- Conduct legal research and analysis to support case strategies and legal arguments.
- The flexibility to work outside normal office hours for the proper performance of your duties;

Marketing responsibilities

- To produce blogs and news articles for the website;
- Attend networking and company events;
- Maintaining and building relationships with introducers and referrers;

Professional standard

- 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 by reading journals, attending courses and reading law reports;
- Carrying out risk assessments on all files and notifying compliance of any risks to the firm;

Training

- To maintain your training record;
- 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.

Person specification;

Qualities:

- To be able to demonstrate that they are technically very able across a sufficiently wide area, able to work without significant supervision and have developed a particular strength and reputation in their work area.
- Calm and approachable;
- A positive attitude to all and any changes to TFS policies implemented by TFS for the betterment of TFS;
- A passion for Law;
- Team player;
- Positive attitude;
- Stamina and resilience;
- A professional approach to work, integrity and a respect for confidentiality.

Skills/Experience:

- Solicitor/Legal Executive/Licensed Conveyancer;
- Excellent communication skills, both written and oral;
- Analytical and problem-solving skills;
- Accuracy and attention to detail;
- Ability to plan work and prioritise tasks;
- Interpersonal skills, to work as part of a team or with other people and organisations.