**Solicitor/Chartered Legal Executive**

**Reports to:** Associate Manager, Senior Associate Manager or a Director

**Location:** [Firm’s Location]

**Role Overview:**

The Solicitor/Chartered Legal Executive/Licensed Conveyancer will manage their own caseload with limited supervision, delivering high-quality legal work and exceptional client service. This role focuses on the development of technical skills and building a professional reputation.

**Key Responsibilities:**

1. **Legal Work:**
	* Manage and handle a diverse caseload independently, ensuring all case-related deadlines are met.
	* Provide sound legal advice and guidance to clients on legal matters within the department’s area of practice.
	* Conduct thorough legal research and analysis to support case strategies.
	* Build and maintain strong relationships with clients, demonstrating empathy, professionalism, and excellent client care.
	* Ensure case files are accurate, well-organised, and compliant with firm standards.
2. **Client Development:**
	* Start to build your own client base through referrals, networking, and the development of a professional reputation.
	* Develop strong relationships with existing clients and referrers, promoting loyalty and repeat business.
	* Attend networking and industry events to raise the profile of the firm.
3. **Professional Standards and Training:**
	* Keep up to date with changes and developments in the law through CPD activities, legal journals, and courses.
	* Adhere to firm policies and regulatory standards, including compliance and risk management procedures.
	* Maintain accurate records of training and development, ensuring ongoing professional growth.
4. **Marketing and Content Creation:**
	* Contribute to the firm’s marketing efforts by producing blogs, articles, and other written content.
	* Promote cross-selling and up-selling opportunities within the firm.

**Person Specification:**

* Qualified Solicitor, Chartered Legal Executive, Licensed Conveyancer with a valid practicing certificate.
* Proven ability to handle files with limited supervision.
* Strong interpersonal skills with the ability to build and maintain client relationships.
* Commitment to delivering exceptional client care and maintaining professional standards.