



JOB DESCRIPTION

# Trainee Solicitor



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<b>Position</b>	Trainee Solicitor
<b>Department</b>	All
<b>Reporting to</b>	Head of Department
<b>Office</b>	Bishop's Stortford & London

### Overall Purpose

To successfully complete a period of recognised training in order to qualify as a solicitor

### Main Tasks

#### Technical

- › Gain a full understanding of resolving disputes, including settling, mediation, and adjudication, in a fair, cost-effective and timely way that meets clients' needs
- › Find solutions by investigating the factual and legal issues, analysing problems, and communicating the results of the research
- › Make use of traditional and computerised research tools and resources, business information and other relevant resources
- › Understand the processes involved in negotiations and appreciate the importance to the client of reaching agreement or resolving a dispute
- › Recognise some of the standard legal issues relevant to the area of practice, and begin to see how they apply to a particular case or transaction
- › Provide clear advice and suggest possible actions for clients in accordance with instructions received
- › Identify and develop an internal network of contacts to achieve results
- › Demonstrate sufficient technical knowledge to complete tasks, complete these with some supervision
- › Act as a resource on technical support matters or identify the appropriate expertise internally or externally
- › Understand the limitations of your technical competence and raise appropriate legal matters with the right expert
- › Ensure work complies to legal procedures, regulatory and organisational standards

## File Management

- › Gain skills in managing and running a case or transaction by working on larger cases or transactions as part of a team or undertaking smaller transactions on their own with close supervision
- › Make effective use of information management systems (whether electronic or hard copy) including storing and retrieving information
- › Complying with confidentiality, security, data protection and file retention and destruction requirements
- › Keep, use, and maintain accurate, complete, and clear records
- › Manage multiple activities, prioritising time and communicating potential time and resource conflicts
- › Accept the work to be done, delivering on appropriate deadlines, and providing regular status updates

## Client Care

- › Understand the importance of identifying the client's goals along with the need to take accurate instructions
- › Apply the rules and adopt the principles of professional conduct appropriately to relevant situations
- › Maintain the confidentiality of client, organisation, and colleague information
- › Act with professionalism and integrity in all interactions with clients, vulnerable clients, colleagues, suppliers, and other stakeholders
- › Understand and apply the concept of client service with both internal and external clients
- › Deal with clients' needs efficiently and raise appropriate legal matters with the right expert
- › Provide good quality independent information, representation, and advice
- › Promote equality of access and service

## Financial

- › Ensure that you time record effectively if required or gain an understanding of the process
- › Demonstrate the importance of case economics, e.g., budgets, billing and time analysis when carrying out work

## Business Development

- › To utilise social media to support the firm's growth, image, and ethos
- › Support the development of proposals, organisation of events and other marketing and business development activities
- › Represent the Firm internally and externally in a positive manner

## Compliance

- › To be compliant with the firm's policies and procedures including Lexcel and report any concerns/breaches to your Team Leader and Client Care
- › Maintain required standard for Customer Service Excellence accreditation
- › Act honestly and with integrity, in accordance with legal and regulatory requirements and the SRA Principles and Code of Conduct for Solicitors
- › Recognise conflicts of interest, ethical or risk dimensions to situations and, when concerned, inform appropriate groups or people

## Communication

- › Be able to communicate clearly and effectively, orally and in writing
- › Establish and maintain effective and professional relations with clients and others
- › Align activities to the objectives of the team and department
- › Have a broad understanding of the overall environment in which the Firm operates and its key products and services, and can articulate these to clients

## Self-Development

- › Maintain the level of competence and legal knowledge needed to practice effectively, considering changes in the role and/or practice context and developments in the law
- › Work within the limits of competence and the supervision needed
- › Initiate, plan, prioritise and manage work activities and projects to make sure that they are completed efficiently, on time and to an appropriate standard
- › To engage with and use mentor provided
- › To take responsibility for own self-development, in liaison with Department Head, Team Leader and Principal Associates
- › To attend learning events that strengthen technical and soft skills
- › Know how role contributes to the Firm, and complete organisational objectives
- › Embrace challenging performance standards and monitor progress against them
- › Contribute to team activities and demonstrate awareness of others' workloads, taking on additional tasks as appropriate
- › Actively pursue required or recommended qualification(s) and seek instruction, feedback, and coaching to improve capabilities

## Firm Management

- > To ensure the confidentiality and security of the Firm’s and client’s documentation and information
- > Apply good business practice

**This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.**

## Job Specification

	Essential	Desirable
<b>Education Qualifications</b>	Completed Degree and LPC/SQE	
<b>Knowledge and Experience</b>		Paralegal or work experience in a law firm
<b>Skills</b>	<p>Ability to work under own initiative, anticipate challenges and deal with them proactively</p> <p>Ability to communicate effectively both verbally and in writing with a diverse range of persons/ organisations</p> <p>Ability to work under pressure and meet tight deadlines</p> <p>Ability to plan and prioritise work effectively to meet own objectives and those of the team</p> <p>Ability to adapt to change</p>	<p>Ability to develop and express creative proposals for continuous improvement of services</p> <p>A commitment to Lexcel/Quality Management standards</p>

Flexible approach to teamwork with a willingness to provide cover in colleague's absence and to pick up work outside of own specialism if necessary

Ability to learn and master new areas of law and legal practice quickly

Drive, enthusiasm, versatility, and self-motivation

IT Skills:

- > Microsoft Office
- > Case management
- > Digital Dictation