



JOB DESCRIPTION

# Abogado/a



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<b>Position</b>	Abogado/a
<b>Department</b>	International
<b>Reporting to</b>	Head of International
<b>Office</b>	Spain

### Overall Purpose

To provide efficient and effective legal advice, assistance and representation for all clients maintaining the highest standards of professional expertise and client care at all times. To make every effort to obtain a satisfactory result for the client, to be accessible to the clients and to maintain regular and appropriate contact with them. To be expected to deal effectively and considerately with people from different cultures and backgrounds.

To work together with other fee-earners, support staff and with other teams to ensure the best quality service.

### Main Tasks

#### Technical

- » Draft and review legal documents to a high standard
- » Manage client matters from start to completion
- » Communicate and update to Head of International and Directors on matters where required
- » Understand and assess a client's commercial and personal circumstances, their needs, objectives, priorities, and constraints
- » Ensure that advice is informed by appropriate legal and factual analysis and identifies the consequences of different options
- » Draft documents which are legally effective and accurately reflect the client's instructions including: drafting documents from scratch as well as making appropriate use of precedents; addressing all relevant legal and factual issues; complying with appropriate formalities; and using clear, accurate and succinct language
- » Undertake effective spoken and written advocacy
- » Keep colleagues informed of progress of work, including any risks or problems

## File Management

- » Comply with the Firm's policies and procedures
- » Maintain a high standard in regulatory compliance
- » Take responsibility for management of the matter
- » Make effective use of information management systems (whether electronic or hard copy), including storing and retrieving information
- » Comply with confidentiality, security, data protection and file retention and destruction requirements

## Client Care

- » Develop and maintain a successful working relationship with client care to establish an excellent client care service
- » Work with the Head of International to learn how to deal with complaints professionally and effectively
- » Exercise a high standard of client care in a professional and polite manner at all times
- » Show understanding of client's needs and tailor advice accordingly
- » Identify, meet, manage, and exceed client's expectations
- » Provide a bespoke service but maintain uniformity of delivery
- » Adhere to the Principles of the code of conduct in relation to client care and service delivery
- » Maintain required standard of CSE accreditation
- » Report all concerns and breaches to client care

## Financial

- » Achieve designated levels of billing, cash and time recording targets
- » Holding responsibility for managing debt and debtors with the assistance from support staff (Paralegals, Legal Secretaries)
- » Demonstrate an adequate understanding of the commercial, organisational, and financial context in which they work and their role in it
- » Understanding the contractual basis on which legal services are provided, including where appropriate how to calculate and manage costs and bill clients
- » Price setting/methods of prices

## Business Development

- » In liaison with the Head of International, Business Development Manager and Directors to be active in promoting the services of the Firm and to identify cross selling opportunities
- » To be proficient in regularly writing blogs and newsletters
- » Regular attendance at virtual and face to face trade fairs, exhibitions, networking, and other social events
- » Assisting with seminars

## Compliance

- » To be compliant with the Firm's policies and procedures
- » To maintain the required standard in Lexcel and CQS compliance
- » To comply with the SRA Principles and code of conduct

## Communication

- » To demonstrate excellent verbal and written skills for clients
- » To exercise a high standard of client care in a professional and polite manner at all times
- » To ensure that all client work is progressed expeditiously, and that the client is regularly informed on progress and costs
- » To work closely with the support team and support staff and to ensure a high level of respect and regard is demonstrated in all communication
- » To regularly communicate with team members and ask for support when needed
- » To maintain clear and precise communication with other personnel of the Firm
- » To ensure good working relationships with all members of the Firm
- » To ensure good working relationships with external institutions and organisations
- » Communicate clearly and effectively, orally and in writing
- » Use the most appropriate method and style of communication for the situation and the recipient(s)
- » Establish and maintain effective and professional relations with clients
- » Provide information in a way that clients can understand, taking into account their personal circumstances and any particular vulnerability
- » To ensure at all times that our services are delivered in a timely manner

## Self-Development

- » To take responsibility for own self-development, in liaison with Head of International, by complying with relevant compulsory continuing professional education requirements
- » To attend learning events that strengthen technical skills
- » To attend learning events that strengthen soft skills
- » To undertake research as and when requested
- » To supervise, support and develop any immediate support staff with appropriate training as agreed with Head of International and Business Support
- » Delegating tasks when it is appropriate to do so

## Leadership and Management

- » To supervise, support and develop any immediate support staff with appropriate training as agreed with Head of International and Business Support
- » Delegating tasks when it is appropriate to do so

## Firm Management

- » To ensure the confidentiality and security of the Firm's and client's documentation and information

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

## Job Specification

	Essential	Desirable
<b>Qualifications</b>	Qualified Abogado/a	
<b>Knowledge and Experience</b>	<p>Minimum 7 year’s post qualified experience</p> <p>To have experience of general Conveyancing (Property), Wills and Inheritance and Immigration matters.</p> <p>Ability to draft and review legal documents which accurately reflect the client’s instructions</p> <p>Ability to develop client relationships and identify areas for expansion of work</p>	
<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 unsupervised and decisively to provide sound and clear advice on own initiatives</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 train, coach and mentor colleagues within the team</p> <p>Ability to develop and express creative proposals for continuous improvement of services</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

Ability to evaluate information in complex situations and the confidence to take sound decisions independently

Drive, enthusiasm, versatility, and self-motivation

IT Skills:

- » Microsoft Office
- » Case management
- » Digital Dictation

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