



Job Description

Job title: Associate Solicitor
Department/Location: Horsforth
Report to: Managing Director

Job Purpose:

To assist in making the law firm successful by providing clients with legal advice and acting on their behalf if necessary. General duties include work such as advising clients, drafting documents, research, negotiating and representing clients in court.

Overview of the firm

We are a boutique law firm specialising in HR and employment law. We work for both businesses and individuals' in pre and post HR and employment and civil litigation.

We aim to work in collaboration with HR consultancies and law firms without employment law departments. Further, we take our community responsibility very seriously and ensure that we give back as much as we can.

Responsibilities and Duties:

Client Relations:

- To provide a high-quality legal service to all SCE clients
- To develop and maintain good client relationship skills, gaining clients' confidence and that of other professionals
- Receive requests for legal advice from current and potential clients and deciding on the most appropriate responses to make to these requests
- Establishing what needs to be done to solve a client's problems
- Offering advice on the law, legal procedures and a wide range of associated issues
- Attend and represent SCE at client meetings
- Draw up contracts and other legal documents
- Research documents and case history to ensure accuracy of advice and procedures
- Represent clients in tribunals and in Courts where required

Professional Standard:

- To work and behave in a professional manner and to the highest standards of the profession
- Comply with procedures set out in the Office Procedures Manual (OPM), professional standards and any requirement set by the Solicitors Regulation Authority (SRA)
- Carry out duties given by the partners or employees faithfully and diligently and follow all reasonable instructions

- To participate in the growth and development of the department / firm
- Treat all information about the firm and its client and their business as wholly confidential
- Keeping up-to-date with changes in the law
- Attract additional business from new and existing clients
- Record all chargeable hours

Personal Development:

- To have a clear understanding of what it would take to develop a career to the next level
- Support internal procedures and systems of SCE including file / case management, time recording
- To respect Partners, staff and clients and in turn earn the respect of the department and client
- Participate in team meetings
- Attend internal training and external training as and when required
- Keep up to date with law and practice
- Read journals and attend courses as part of continuing professional development (CPD). Keep track of CPD hours
- Maintain high standards of professional conduct while generating adequate practice income, ensuring that the fees earned sufficiently exceed total costs and expenses incurred

Fee Contribution:

- Solicitors at every level must be able to show a track record of achieving their fee contribution and time targets and that the targets are appropriate for their position and level of qualification as specified in SCE's Career Structure

Technical Ability:

- 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.
- Must be respected by others in the firm and have begun to develop a reputation in their field outside SCE

Strategic and Commercial Awareness:

- To be strategic and commercially aware and be fully familiar with SCE's current strategy. Be able to have knowledgeable discussion about the market they operate in, the threats and opportunities the department faces and the future plans for the Department and their role in those plans

Leadership and Management Responsibilities:

- Proven track record of effectively delegating work to other members of SCE and supervising the work effectively
- Successfully run a project that involves other people in the firm
- Is able to identify projects and use their initiative to get them up and running

Marketing, and Management Responsibilities:

- To be able to demonstrate that they have proactively led SCE marketing initiatives
- Must have won significant work from within SCE and from existing or new clients, such that they are substantially self-supporting on work and billing
- Confidence that there is sufficient work to achieve budgets at Senior Associate charge rates, is a crucial pre-condition for promotion

Person Specification – experience and attributes:

- Educated to degree level, preferably in Law and having preferably obtained a 2:1 or above although all applications will be considered
- LPC / BVC qualified essential
- Evidence of interest in, and commitment to, the success of the firm
- Relevant experience within a professional services firm
- Understanding of and commitment to SCE's values and ethos
- Excellent communication both written and verbal - the role involves liaison with internal and external people at a senior level
- 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
- Ability to manage assigned tasks in an assertive, efficient and timely manner
- Exceptional interpersonal skills, demonstrating professionalism in all dealings. Able to deal sympathetically and appropriately with clients and to show empathy with them
- Excellent leadership and Management skills
- Excellent attention to detail
- Must be able to multitask and keep calm under pressure
- The flexibility to work outside normal office hours as may be required from time-to-time