**JOB DESCRIPTION**

**Role: Solicitor**

**1. Role**

Conducting inquests and civil actions, in both public and private law, against the police and other public authorities including attending hearings which are sometimes prolonged and out of London

**2. Duties and Responsibilities**

*(a) Casework*

- assisting our clients to define their goals and applying the law to meet those goals as far as is possible

- to comply with agreed office procedures as described in the Office Manual

- to conduct casework in compliance with the LAA and within the terms of any contract with the LAA for the provision of legal services

- to undertake advocacy when appropriate

- to ensure that casework is profitable and that steps are taken to maximise profitability

- to achieve fee-earning targets and bill promptly

- to report to the partners any formal complaint or possible issue of negligence or alleged negligence in the conduct of casework

- to provide casework support for the partners and other staff

- to identify and develop opportunities to expand and develop the firm’s casework

- to instruct and manage the work of counsel experts and agents within the firm’s written procedures.

- to keep the firm’s diaries and other central records up to date.

- to record time spent on casework

*(b) Administration*

- to work together with the partners and support staff to ensure that the office and the casework is run smoothly and efficiently, covering the work of others where required

- to attend staff meetings

- to assist in the process of casework supervision and where appropriate to undertake file reviews

- to deal appropriately with the money of the firm, its clients and the Legal Aid Fund.

- to maintain proper accounting records

**3. Knowledge, Skills and Experience required**

*(a) Caseworker*

- in depth knowledge of law practice and procedure in running damages claims and / or another relevant area of law

- the skill and knowledge to manage cases and maintain files to optimum standards of thoroughness and efficiency

- an ability to keep up to date with developments in law and practice

- comprehensive knowledge of the LAA Public Funding scheme

- interpersonal and telephone skills for dealing with clients, opponents and others so as to provide the optimum level of service to clients.

- ability to manage time and to attend to duties reliably

- ability to work under pressure and to respond appropriately to competing demands

- ability to negotiate and solve problems on behalf of clients

- ability to deal sympathetically and effectively with the widest variety of clients

- ability in all dealings on behalf of the firm to avoid discrimination on grounds of ethnic origin, age, sex, sexual orientation or disability.

- knowledge and experience of the use of computers, and a willingness to apply and develop those skills.

- ability to run a caseload profitably, including making payments on account where appropriate.

*(b) Administration*

- ability to work as part of a team

- understanding of the responsibility and duties of solicitors in private practice to their clients, and to all others with whom the firm has professional dealings

**4. To Whom Responsible**

In relation to all casework and administrative matters, the Equity Partners. In relation to all employment matters, the Staff Partner in the first instance.