

## JOB DESCRIPTION

### Solicitor

#### 1. Role

To conduct legal casework and to provide legal services for the firm and its clients.

#### 2. Duties and Responsibilities

##### *(a) Casework*

- to conduct litigation casework within the specified areas of legal practice and provide casework support for the partners and other staff
- 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
- to achieve fee-earning targets and bill promptly
- to report to the partners' meeting any formal complaint or issue of negligence or alleged negligence in the conduct of casework
- to work successfully with high standards of client care, enthusiastically, imaginatively, efficiently, accurately, tenaciously, conscientiously, profitably and with attention to detail as part of our team;
- to identify and act on opportunities to expand and develop the firm's casework
- to take steps to promote the firm's work as appropriate
- 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 attend staff meetings
- to assist or supervise other staff members on cases, and taking part in the non-case based work of the firm, as appropriate; to deal appropriately with the money of the firm, its clients and the Legal Aid Fund.
- to maintain proper accounting records

#### 3. To Whom Responsible

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