**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 firms 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 supervising 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.

**Person specification**

**Essential:**

* A demonstrable commitment to aims and values of the firm through work history, campaigning, or lived experience.
* Experience of running a caseload consisting of Unlawful detention cases
* History of meeting fee and time targets

**Advantageous but not essential:**

* CAPA supervisor
* Connections with campaigning and/or other referring organisations relevant to our work
* Familiarity with and ability to use social media to promote clients’ interests where appropriate.