

JOB DESCRIPTION

JOB TITLE:	SOLE -PRACTITIONER
NAME:	XXXX
JOB OBJECTIVE:	To undertake fee earning responsibilities, contribute to the maintenance of high client care standards and undertake management responsibilities within the practice as defined and necessary.
RESPONSIBLE TO:	THE FIRM

KEY TASKS

- 1 Taking client instructions and providing legal advice and assistance
- 2 File and case management in accordance with office procedures
- 3 Representing clients
- 4 If applicable supervision of staff including appraisals and training
- 5 Dealing with client enquiries
- 6 Compliance with regulations governing the conduct of Solicitors
- 7 Management responsibilities as defined by the staff plan
- 8 Ensuring compliance with SQM standards within firm
- 9 Contribute to maintaining a safe and healthy working environment
- 10 Contribute to maintaining and improving office procedures
- 11 Any other duties which from time to time are required by the firm

JOB SKILLS REQUIREMENT

	ESSENTIAL	DESIRABLE
SKILLS	Strong interpersonal skills Capable advocate Strong written communicator Good negotiator Good management skills	
KNOWLEDGE	Three years post qualification solicitor Detailed knowledge of two areas of legal casework	
EXPERIENCE	Previous experience as a senior fee earner and supervisor/manager in another firm of Solicitors	