

## JOB DESCRIPTION

JOB TITLE:	SOLICITOR
NAME:	XXXX
JOB OBJECTIVE:	To provide high quality legal advice, assistance and advocacy for clients of the firm and contribute to maintaining high standards of client care.
RESPONSIBLE TO:	Partners

### KEY TASKS

1. Taking client instructions, providing legal advice and assistance.
2. Representing clients at Court (including advocacy) as appropriate (excluding rights of audience in High Court).
3. Running a caseload of client matters in accordance with office procedures.
4. Cost drafting as appropriate.
5. Undertaking legal research and maintaining legal knowledge through training
6. Delegated supervisory responsibilities as and when required
7. Contribute to maintaining a safe and healthy working environment
8. Contribute to maintaining and improving office procedures
9. Any other duties which from time to time are required by the firm

### JOB SKILLS REQUIREMENT

	ESSENTIAL	DESIRABLE
SKILLS	Strong interpersonal skills Good advocate Literate & numerate	Computer literate
KNOWLEDGE	Qualified solicitor with a sound understanding of areas of law of department Confidentiality requirements	
EXPERIENCE	2 years previous experience as a fee earner	3 years PQE