



## Job Description

### Summary

Job Title:	<b>Civil Clerk/Team Leader</b>
Position in the Support Staff Structure:	
Reports to:	Senior Clerk – Civil
Reviewed by:	Practice Director
Reported to by:	Junior Civil Clerk
Purpose of the role:	<p>To provide a high quality, professional clerking service to members and users of chambers by:</p> <ul style="list-style-type: none"> <li>• Utilising all opportunities to increase the quantity and/or quality of work undertaken by members of chambers</li> <li>• Promoting and developing the practices of all practitioners through the provision of a high quality clerking service to members and to chambers clients.</li> <li>• Promoting and developing the practices of all practitioners through involvement in practice development initiatives;</li> <li>• Ensuring that work done on all cases is recorded and fees are billed/appealed in a timely manner to maximise the income of chambers</li> </ul>



**Activities Involved/Responsibilities:**

Activity	Objective
<ul style="list-style-type: none"> <li>• <b>Clerking Administration - Civil</b></li> </ul> <p>Managing the practices of the allocated team of barristers including:</p> <ul style="list-style-type: none"> <li>○ Managing the work commitments of the members of the team, resolving work load issues, re-allocating casework within chambers and returning to other chambers as necessary,</li> <li>○ Responding to enquiries and requests from members of chambers,</li> <li>○ Advising solicitors on choice of counsel and booking cases,</li> <li>○ Booking in hearings, conferences, relevant case work and judicial sittings,</li> <li>○ Managing the fixing of cases for the team.</li> <li>○ Management of the daily diary of the team including the notification to practitioners of their forthcoming commitments at the end of each day,</li> <li>○ Overseeing the management of civil paperwork including dealing with issues relating to late paperwork and general administration issues,</li> <li>○ Dealing with out of hours enquiries from barristers and solicitors</li> </ul>	<p>Provide efficient and professional service to civil practitioners &amp; clients.</p> <p>Diaries managed with minimum of clashes and returns.</p> <p>Paperwork completed and returned to solicitors without delay and within agreed timeframes.</p>
<ul style="list-style-type: none"> <li>• <b>Fee Administration</b></li> </ul> <ul style="list-style-type: none"> <li>○ Ensuring that cost limits in all cases are checked, amended if necessary;</li> <li>○ Ensuring that private fees are negotiated in a timely fashion;</li> <li>○ Billing of all non-routine and fixed rate civil cases including high cost legal aid cases, high value private fees and conditional fees;</li> </ul>	<p>Fee budgets agreed, CFA agreements signed and private fees agreed prior to work being undertaken.</p> <p>Billing information obtained</p>



<ul style="list-style-type: none"> <li>○ Overseeing fixed rate and routine billing;</li> <li>○ Ensuring that cost appeals are dealt with in accordance with time limits.</li> </ul>	<p>from counsel for fee notes to be rendered within chambers guidelines.</p> <p>Fee income maximised on a case by case basis.</p>
<ul style="list-style-type: none"> <li>● <b>Practice Management and Development</b> <ul style="list-style-type: none"> <li>○ Managing practices of the team members on a daily and week to week basis and assisting in taking steps to ensure that counsel are fully occupied with work appropriate to their call and expertise;</li> <li>○ Assisting in the development of efficient systems to ensure the smooth-running of civil practices;</li> <li>○ Discussing, in consultation with the Senior Civil Clerk, practice development needs and concerns with civil practitioners on a regular basis and attending meetings with civil practitioners as requested;</li> <li>○ Building good relations with users of chambers, utilizing all opportunities to promote members and responding promptly to enquiries, concerns or complaints;</li> <li>○ Reporting serious solicitor complaints to the Senior Civil Clerk and/or the Practice Director;</li> <li>○ Attending meetings of the civil teams as requested;</li> <li>○ Identifying practice development opportunities and discussing these with the Senior Civil Clerk/Practice Director.</li> <li>○ Initiating and engaging in marketing activities including formal and informal client meetings and attendance at internal and external marketing events.</li> </ul> </li> </ul>	<p>Good relationships with members of chambers and with chambers clients.</p> <p>Barristers occupied with work appropriate to their call and expertise.</p> <p>Effective implementation of barristers' practice development strategies.</p>



<ul style="list-style-type: none"> <li>• <b>Management and Team Building</b> <ul style="list-style-type: none"> <li>○ Assisting the 1<sup>st</sup> Civil Clerk in overseeing the management of the Junior Clerks including the allocation of staff for court runs,</li> <li>○ Training and assisting other staff where appropriate or as requested,</li> <li>○ Supporting the clerking teams by providing reasonable cover for other staff during periods of leave,</li> <li>○ Constructively contributing to discussions and meetings on matters affecting staffing, working practices and the development of chambers.</li> </ul> </li> </ul>	<p>Effective delegation to more junior clerks.</p> <p>Assistance provided to Senior Civil Clerk in identifying training and development needs of civil and junior clerks.</p> <p>Chambers systems evolved to provide a consistently high quality service to all.</p>
<ul style="list-style-type: none"> <li>• <b>Other Activities</b> <ul style="list-style-type: none"> <li>○ Performance of any other tasks as reasonably delegated by the Chambers Director, Practice Director or Management Committee</li> </ul> </li> </ul>	<p>As specified at the time</p>
<ul style="list-style-type: none"> <li>• <b>General</b></li> </ul> <p>To act in accordance with the following:</p> <ul style="list-style-type: none"> <li>○ To comply with the relevant provisions of the Bar Code of Conduct, Chambers Constitution and Chambers policies.</li> <li>○ To provide a professional service at all times.</li> <li>○ To observe confidentiality with regard to all Chambers business.</li> <li>○ To comply with the Chambers equal opportunities policy in all matters.</li> <li>○ To observe best value financial practices.</li> </ul>	



**Skills Required:**

Must have a suitable, demonstrable standard of technical ability in order to perform above duties.  
Experience on diary and practice management for civil barristers  
Experience of supervising staff  
Experience of agreeing and assessing fees and knowledge of billing processes and procedures  
Knowledge of civil legal aid (desirable)  
Ability to work within a small team and independently  
Excellent communication and inter personal skills are essential, the individual must be able to effectively communicate and negotiate on all levels, both verbally and in writing  
Ability to maintain good communications with all barristers and to assess potential and limitations of each barrister and match to client demand.  
Flexibility to work out of hours when needed  
Must be able to work under pressure and on own initiative, prioritising their own work load and on occasion managing several tasks/projects at once  
Working knowledge of court procedures, market trends and fee regimes.

Name of Person Currently in Position:

Signed.....

Date.....

Tuesday, 09 March 2010