

Job Description

Job Title: Civil Team Senior Practice Assistant

Based at: Doughty Street Chambers, London

Position reports to: Practice Team Manager (Civil)

Job Purpose:

To assist in the delivery of a high quality, efficient clerking service to clients and members of Chambers. This role is specifically focussed on Inquest & Inquires, Actions against Police & Public Authorises and Media teams. The nature of the work means that this role is are fast paced and often high profile.

Summary of Role:

Within the civil clerking team there are three practice specific focused areas, each responsible for all aspects of clerking for the areas of practice and the members of Chambers allocated to them. Each team consists of a Practice Manager with support from Practice Assistant and Practice Team Juniors. Three Revenue Controllers will also service the four clerking teams. The Team Assistant will be engaged in practice management and client handling and will be principally involved in assisting the Practice Manager in the efficient case management and clerking administration by the team.

Key Responsibilities:

- **Practice Management**
 - Develop a detailed knowledge of the practices of the barristers clerked by the team and be familiar with those of other civil members.
 - Keep up to date with developments and trends within the legal services market and the Bar in particular, and with regulations affecting the execution of clerking services.
 - Ensure that members are as fully and gainfully occupied as possible with work appropriate to their seniority and expertise.
 - Provide advice and support to members.
 - Responsibility and detailed understanding of the long-term diary.
 - Provide clients with appropriate guidance on suitable counsel.
 - Ability to deal with complex fee negotiations with support from the Snr PM or PM where necessary
 - Attend practice development meetings and take an active part in discussions
 - Provide coaching and supervision to the more junior members of the team.

- **Strategic Business Development**

- Identify business development opportunities and work with Senior Practice Manager and Practice Manager to bring in additional work
- Take active role in organising events, attend events for clients (including some out-of-normal-hours commitments, and some out of London) and actively engage with others that attend and proactively develop own network of clients

- **Current Business and Client Relationship Management**

- Develop, maintain and enhance relationships with current and prospective clients.
- Develop an understanding of other (civil and criminal) clients to ensure effective cross-selling.
- Ensure client care is delivered to the highest standards
- Build good relationships with staff, members and client solicitors
- Collate and maintain effective CRM data.

- **Clerking Functions**

- Act as a point of contact for all instructing solicitors and other prospective clients to ensure that appropriate counsel is instructed, and appropriate fees are agreed in line with fair allocation of work policies, in conjunction with the Practice Assistant and Practice Manager.
- Ensure that appropriate retainers are in place and relevant contracts are entered into correctly.
- Manage Counsels' diaries effectively, ensuring barristers are aware of deadlines arising.
- Use IT and reporting systems as required.
- Provide cover and support for the Practice Manager and Practice Assistant when required.
- Report all formal and informal complaints or issues of concern to the Practice Manager.
- Implement efficient practice management systems alongside MLC taking on board suggestions from Practice Ass and seeking approval from Snr Practice Manager.

- **Other Tasks**

- Undertake any other tasks reasonably delegated by the Senior Practice Manager, Chief Executive or Management Board.
- Assist with the development of efficient systems including the effective use of Chambers case management software.
- Use initiative to initiate and successfully deliver projects that will lead to performance improvement.
- Contribute to staff discussions and meetings.

Person Specification:

Qualifications	A minimum of 5 GCSEs at Grade A-C, including Maths and English, or equivalent.
Work Experience	Experience as a barrister's clerk is essential.

Knowledge	Knowledge of the legal sector and the relationship between instructing solicitors, other clients, and Chambers.
Essential and Desirable skills and competencies	<p>Essential:</p> <p>Minimum of 7 years' experience in similar role</p> <p>Ability to communicate effectively with a range of stakeholders, verbal and written</p> <p>Excellent attention to detail and record information accurately</p> <p>Evidence of the ability to multi-task under pressure and meet tight deadlines</p> <p>Ability to use own initiative and escalate issues to Practice Manager where appropriate</p> <p>Excellent IT Skills</p> <p>Excellent team working skills</p> <p>Excellent organisation skills including the ability to manage and prioritise workloads</p> <p>Ability to provide suitable solutions based on the information available</p> <p>High levels of personal integrity</p> <p>Awareness of and commitment to principles of Equality and Diversity</p> <p>High Court and County Court Listing experience</p> <p>Experience of relevant funding arrangements such as legal aid and CFA</p> <p>Experience of fee negotiation</p> <p>Desirable:</p> <p>Experience in working with chambers diary management software</p> <p>Public access training</p>

Remuneration: Annual salary, £35k

Working hours: Monday – Friday (40 hours)

Application: To apply, please send your CV and a cover letter detailing how you are suited to the role and submit to Secretariat/ HR Executive, Isi Onwukwe-Anyadike before **12 noon on 1 February**. Applications submitted after this date will not be considered.

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