Job Description

Job Title: Criminal Practice Assistant

Based at: Doughty Street Chambers, London

Position reports to: Senior Practice Manager (Crime)

Job Purpose:

To assist in the delivery of a high quality, efficient clerking service to clients and members of Chambers. This role will have a focus on day to day diary planning and liaison with courts, instructing solicitors and counsel.

Summary of Role:

The criminal clerking team consists of a Senior Practice Manager, a Practice Manager, a Senior Practice Assistant, two Practice Assistants, and a Practice Junior. The Practice Assistant will be engaged in practice management and client handling and will principally be involved in assisting the Senior Practice Assistant and Practice Manager in diary management, efficient case management, basic fee negotiations and deputising whenever necessary.

This post would be suitable for a candidate with experience in criminal clerking ready to step up to the next level or a candidate working outside of a chambers environment in a role which has similar and transferable skills.

Key Responsibilities:

- Clerking Functions
    - Act as a point of contact for all instructing solicitors and other prospective clients to ensure in conjunction with more senior staff that appropriate counsel is instructed, and appropriate fees are agreed in line with fair allocation of work policies.
    - Manage Counsels' diaries effectively, ensuring barristers are aware of any future issues.
    - Assist with the resolution of any day-to-day issues and diary clashes.
    - Fix and move cases in accordance with instructions given by counsel and instructing solicitors.
    - Ensure that contracts are entered in correctly and fees are billed in a timely fashion.
    - Deal with basic and straightforward fee negotiations.
    - Undertake routine administrative tasks including obtaining and actioning attendance notes from counsel.
    - Use IT and reporting systems as required.

- Practice Management
    - Develop a detailed knowledge of the practices of the barristers clerked by the team.

- Keep up to date with developments and trends within the legal services market and the Criminal Bar in particular, and also with regulations affecting the execution of clerking services.
- Assist senior staff members to 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.
- Provide coaching and support to the criminal practice junior.

- Strategic Business Development
  - Report new business opportunities to the Senior Practice Manager.
  - Participate in BD events and initiatives as required, including some out-of-normal-hours commitments.
- Current Business and Client Relationship Management
  - Assist with the development and maintenance of relationships with current and prospective clients.
  - Develop an understanding of other (civil and criminal) clients to ensure effective cross-selling.
  - Collate and maintain effective CRM data.

- Other Tasks
  - Undertake any other tasks reasonably delegated by the Senior Practice Assistant, Practice Manager, Senior Practice Manager, or Management Board.
  - Assist with the development of efficient systems including the effective use of Chambers case management software.
  - Contribute to staff discussions and meetings.
  - Be involved in the delivery of projects when required.

Person Specification:

Qualifications	A minimum of 5 GCSEs at Grade A-C, including Maths and English, or equivalent.
Work Experience	Minimum of 3 years' experience in criminal clerking or a similar role.
Knowledge	Knowledge of the legal sector and the relationship between instructing solicitors, other clients, courts and Chambers.
Essential and Desirable skills and competencies	**Essential:** • A good level of communication skills, both verbal and written. • Excellent attention to detail and ability to record information accurately. • Evidence of the ability to multi-task under pressure and meet tight deadlines. • Ability to use own initiative and escalate issues to more senior colleagues where appropriate. • Proficient use of IT software such as Word and Excel. • Good team working skills. • Excellent organisation skills including the ability to manage and prioritise workloads. • Ability to provide suitable solutions based on the information available and see tasks through to completion. • High levels of personal integrity. • Awareness of and commitment to principles of Equality and Diversity. **Desirable:** • Experience in working with LEX diary and fees management software. • Experience in fee negotiation in criminal cases. • Experience in working within the Criminal Justice System • Knowledge of Crown Court listings.

Remuneration: Annual salary, £30-£35K depending on experience.

Working hours: Monday – Friday (09h00 to 18h00)

Application: To apply, please send your CV and a cover letter detailing how you are suited to the role and send to HR Executive, Isi Onwukwe-Anyadike before **12 noon on Monday 4 October 2021**

Applications submitted after this date will not be considered.

Email: i.onwukwe-anyadike@doughtystreet.co.uk

Tel: 020 7404 1313