

## Job Description

<b>Job Title:</b>	Criminal Practice Team Junior
<b>Based at:</b>	Doughty Street Chambers, London
<b>Position reports to:</b>	Senior Practice Manager (Crime)

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*DSC Crime Practice Management Team is seeking to appoint a Criminal Practice Team Junior.*

*This is an entry level post and would suit a wide range of candidates seeking to embark on a career in the legal sector, from school leavers to recent law graduates.*

*We are particularly keen to encourage applications from women and ethnic minority candidates.*

### **Job Purpose:**

To assist in the delivery of a high quality, efficient clerking service to clients and members of Chambers.

### **Summary of Role:**

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

### **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 crime members.
  - Keep up to date with developments and trends within the legal services market and the Bar in particular, and also 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 informal advice and support to members.
- **Strategic Business Development**
  - Report new business opportunities to the Senior Practice Manager or Practice Manager.
  - Participate in BD events and initiatives as required, including some out-of-normal-hours commitments.
- **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.
  - 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 contracts are entered in correctly, fees are billed in a timely fashion as delegated by the Practice Assistant.
- Manage Counsels’ diaries effectively, ensuring barristers are aware of deadlines arising.
- Undertake routine administrative tasks.
- Use IT and reporting systems as required.
- Fix and move cases in accordance with instructions given by the instructing solicitor.
- Ensure barristers are aware of unbilled casework on a weekly basis, reporting significant delays to the Practice Manager.
- Provide cover and support for the Practice Assistant and Office Assistants when required, particularly by undertaking court runs for their team as necessary.
- Report all formal and informal complaints or issues of concern to the Practice Manager.

- **Other Tasks**

- Undertake any other tasks reasonably delegated by the Practice Assistant, Practice Manager, Senior Practice Manager, Chief Executive 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.

**Person Specification:**

Qualifications	A minimum of 3 GCSEs at Grade A-C, including Maths and English, or equivalent.
Work Experience	Experience as a barrister’s clerk is desirable but not essential.
Knowledge	Knowledge of the legal sector and the relationship between instructing solicitors, other clients, courts and Chambers.
Essential and Desirable skills and competencies	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate effectively with a range of stakeholders, verbally (including a good telephone manner) and in writing.</li> <li>• Excellent attention to detail and ability to record information</li> </ul>

	<p>accurately.</p> <ul style="list-style-type: none"> <li>• Evidence of the ability to multi-task under pressure and meet tight deadlines.</li> <li>• Ability to use own initiative and escalate issues to Team Leader where appropriate.</li> <li>• Proficient use of IT software such as Word and Excel.</li> <li>• Good team working skills.</li> <li>• Excellent organisation skills including the ability to manage and prioritise workloads.</li> <li>• Ability to provide suitable solutions based on the information available and see tasks through to completion.</li> <li>• High levels of personal integrity.</li> <li>• Awareness of and commitment to principles of Equality and Diversity.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in billing, specifically AGFS cases.</li> <li>• Experience in working with Chambers diary management software including MLC.</li> <li>• Knowledge of Crown Court listings.</li> <li>• 1-2 years' experience in a Chambers.</li> </ul>
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**Remuneration:** Annual salary, £23,000

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

**Application:** To apply, please send your CV along with a covering letter highlighting where your skills and experience match our requirements to Olivia Scott at [o.scott@doughtystreet.co.uk](mailto:o.scott@doughtystreet.co.uk), by 12 noon on Friday 18<sup>th</sup> January 2019. Applications submitted after this date will not be considered. Should you have any queries regarding the role, please contact Olivia Scott on 020 7404 1313.