

Job Description

Job Title:	Civil Clerking Team Junior
Based at:	Doughty Street Chambers, London
Position reports to:	Civil Practice Manager

Job Purpose:

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

Summary of Role:

There are four civil clerking teams, 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, Senior Practice Assistant/Practice Assistant and a Team Junior. Three Aged Debt Managers also service the four clerking teams. The Team Junior will be engaged in practice management and client handling, and will be principally involved in assisting the Practice Assistant in the efficient case management and clerking administration. The successful Civil Team Junior will be part of the team responsible for Immigration, Social Housing, Court of Protection, Community Care and Education.

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 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 Practice Manager.
 - Participate in business development 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 Customer Relationship Management 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 Team Deputy and Team Leader.
- Ensure that contracts are entered on the system correctly and that fees are billed in a timely fashion as delegated by the Practice Assistant.
- Manage Counsels' diaries effectively and ensuring barristers are aware of deadlines arising.
- Undertake routine administrative tasks.
- 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 Manager, Practice Assistant, 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 5 GCSEs at Grade A-C, including Maths and English, or equivalent
Work Experience	Experience as a barristers' clerk is desirable but not 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>Ability to communicate effectively with a range of stakeholders, verbal and written.</p> <p>Excellent attention to detail and records 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 Team Leader where appropriate.</p> <p>Excellent IT Skills.</p> <p>Good 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>Awareness of and commitment to principles of Equality and Diversity.</p> <p>Desirable:</p> <p>Experience in working with Chambers diary management software.</p>

Remuneration: Annual salary, £23,000

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 Olivia Scott on o.scott@doughtystreet.co.uk by **12 noon on Friday 18th January 2019**. Applications submitted after this date will not be considered. Should you have any queries regarding this role, please contact Olivia Scott on 020 7404 1313.