

Practice Assistant (Extradition and International Crime)

Salary Range; £32,000 to circa £40,000 depending on experience

What are we looking for?

A smart thinking, highly collaborative and talented individual who is passionate about human rights and civil liberties, to work closely with barristers and team colleagues to provide a first-class clerking service to the extradition team and help to further develop the practice both within the UK and internationally.

You will either already be a successful clerk with a strong interest in extradition and international crime and ideally have exceptional knowledge of the extradition practice area, including key solicitors' firms, or, your experience may have been gained in a fast-paced professional services environment and most likely in the legal sector. What is key, is your ability to work autonomously, build relationships, help shape our extradition practice, manage fee negotiations and co-ordinate barristers' diaries.

You will certainly have the potential to develop exceptional clerking skills, with a keen sense of business development and marketing and a strong desire to join one of the UK's most high-profile barristers' chambers where you will be given the scope and support you need to succeed.

What does the job entail?

- Diary and case management for members of the extradition and international crime team;
- Fees work; negotiating, using our billing systems and recording fees for work done;
- Assisting with all aspects of Practice Management for the team;
- Supporting barristers in further developing their practices both nationally and internationally;
- Ad hoc assistance to the Senior Practice Manager.

What skills are essential?

- Up-to-date with barrister's commitments
- Liaise with courts to fix cases, book conferences and hearings
- Commercially astute and able to deal with all fee negotiations, including the most complex, without need for support
- Implement efficient practice systems
- Identify business development opportunities
- Work with the Business Development Director and Senior Practice Manager to bring in additional work
- Use initiative to initiate and deliver projects that will lead to performance improvement
- Provide coaching support to others more junior in the team

What are our cultural requirements?

- Ethical behaviour and integrity at all times;
- An ability to work collaboratively and collegially with others and encourage team unity;
- Pro-actively support fair treatment and equal opportunity for all;
- An awareness of the impact of behaviour on others;
- Being able to manage own time and prioritise workload effectively;
- Diplomacy, good communication skills and an ability to build good working relationships.

Education

- 'A' levels or undergraduate university degree or equivalent level of higher education preferred but not essential

Plus, able to work in the UK without need for sponsorship

Who are Doughty Street Chambers?

Doughty Street Chambers comprises some of the brightest lawyers practising at the English Bar, who all share a fundamental commitment to going “above and beyond” for our clients. Those clients come from all walks of life, and include homeless families, children, victims of trafficking, the socially disadvantaged, bereaved families, the mentally and physically disabled, asylum seekers, those accused of criminal offences, regulated professionals, company directors, magic circle and Big 4 firms, United Nations officials, and Ministers and Heads of Government, as well as the instructing solicitors who represent them. We practise in crime, civil law, public and administrative law, international law, mediation, and arbitration.

Founded in 1990 by 30 forward-looking barristers who wanted to break free from what they viewed as the antiquated traditions of the Bar, and the practice of law from the traditional confines of the Inns of Court, over 25 years later we continue to strive to maintain that entrepreneurial and pioneering spirit, and to be trail-blazers not only in the way we approach the law and seek to develop it through our casework, but also in how we deliver services to clients, and in how we run our business.

We now comprise almost 140 barristers (including 32 Queen’s Counsel), practising from our bases in London, Manchester, Bristol and The Hague, supported by a staff of 40. The defining characteristics of our barristers include: genuine expertise (they are recognised by industry directories and clients as leaders - or leaders-in-waiting - in their practice areas); intellectual excellence; collegiality; provision of a first-class service; and an absolute commitment to clients. Our ethos is one of total commitment to advancing human rights and civil liberties through the law, and promoting access to justice.

Doughty Street Chambers is an equal opportunities employer and positively welcomes applications from all suitably qualified candidates, regardless of gender, age, ethnicity, disability, religious beliefs or sexual orientation.

How to apply:

Please send your CV and a covering letter which highlights how your experience and competencies match our role requirements to Olivia Scott, our HR Executive Assistant at o.scott@doughtystreet.co.uk. Applications close at 12 pm on Friday 18th January and it is anticipated that interviews will take place in the week commencing 28th January 2019.