

PRACTICE JUNIOR JOB DESCRIPTION

Job Title:	Practice Junior
Department	Civil Team
Location:	10/11 Doughty Street Chambers, London, WC1N 1LS
Hours of Work:	37.5 hours (Monday to Friday)
Contract:	Permanent Full Time
Salary:	c25K pa (maximum subject to experience)
Annual Leave:	26 days (excluding 8 bank holidays)
Other Benefits:	Pension - 8% Contribution Season ticket loan Childcare Vouchers (subject to eligibility)
Reporting to:	Rachel Finch
Direct Report:	One, Practice Manager
Relationships:	Practice Managers, Senior Practice Assistants, Practice Assistants and supported by Team Juniors.

Purpose of Job

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

Key Accountabilities and 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.
- Support Business Development
 - Ensure client care is delivered to the highest standards.

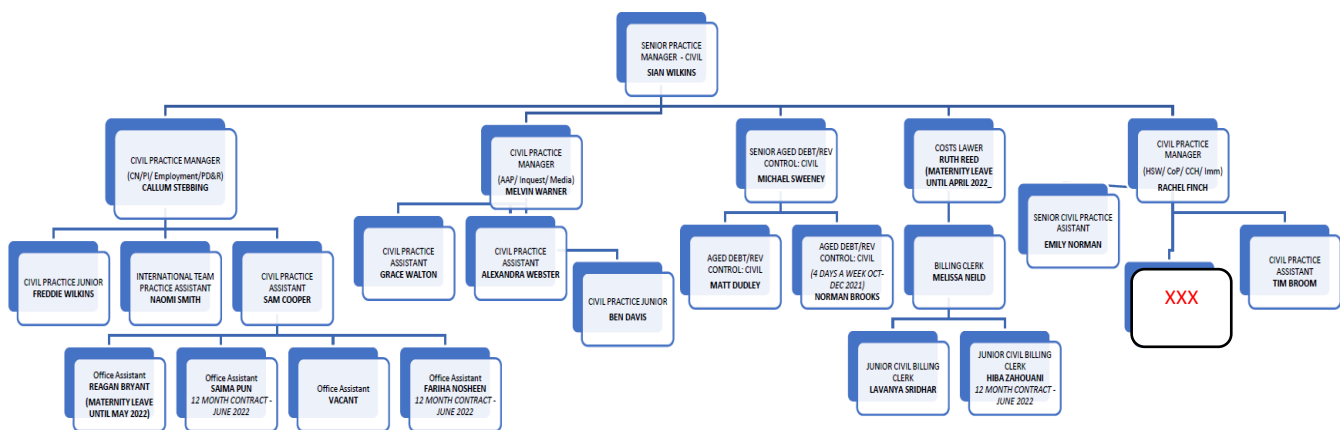
- Build good relationships with staff, members, and client solicitors.
- Report new business opportunities to the Practice Manager.
- Participate in business development events and initiatives as required, including some out-of-normal-hours commitments.

- Current Business and Client Relationship Management
 - Develop and maintain relationships with current 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
 - Manage all incoming papers.
 - 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 Manager and Practice Assistant.
 - 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.
 - 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, or Senior Practice Manager.
 - Assist with the development of efficient systems including the effective use of Chambers case management software.
 - Contribute to staff discussions and meetings.

Team Structure



PERSON SPECIFICATION

The skills, abilities, experience, and knowledge outlined below provide a summary of what is required to carry out this job effectively; together with the selection criteria required to demonstrate competency to carry out the role.

Qualifications Skills and Experience

Essential

- A minimum of 5 GCSEs at Grade A-C, including Maths and English, or equivalent
- Ability to communicate effectively with a range of stakeholders, verbal and written.

Desirable

- Experience as a barristers' clerk is desirable but not essential.
- Experience in working with Chamber's diary management software.

Personal Attributes

Essential

- Excellent attention to detail and records information accurately.
- Evidence of the ability to multi-task under pressure and meet tight deadlines.
- Ability to use own initiative and escalate issues to Team Leader where appropriate.
- Excellent IT Skills.
- 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.
- Awareness of and commitment to principles of Equality and Diversity.