

Job Description

Summary

Job Title:	Practice Manager
Reports to:	Senior Practice Manager - Civil
Reviewed by:	Chief Executive
Salary:	Competitive
Location:	London
Reported to by:	Team I Senior Practice Assistant and Team I Practice Junior
Purpose of the role:	<ul style="list-style-type: none"> • To deliver a high quality, efficient clerking service to clients and members of Chambers by: • Identifying and taking all opportunities to increase the quality and value of work undertaken by members of Chambers, in conjunction with the Senior Practice Manager and the other civil clerking team leaders. • Promoting and developing the practices of all members, under the guidelines of the Senior Civil Practice Manager; • Ensuring that all aspects of case-management, billing and fee-collection are carried out effectively; • Supervising and developing their civil clerking team under the guidance of the Senior Civil Practice Manager. • Deputising for Senior Civil Practice Manager in their absence. • Developing processes for efficient case management, from inception of the case to collection of fees.

Activities Involved and Responsibilities

Activity	Objective
Practice Management	<ul style="list-style-type: none"> • Develop a detailed knowledge of the practices of the barristers clerked by the team* and have good knowledge of practices of 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. • Undertake practice review meetings in accordance with the existing team protocols and ensure effective follow-up on the resulting actions. • Attend meetings with current and prospective clients when reasonably requested by the Senior Civil Practice Manager or Chief Executive.

<p>Strategic Business Development</p>	<ul style="list-style-type: none"> • Produce data as required to support the practice teams and the Board. • Schedule and attend practice team meetings as required. • Collate and provide information in support of the production of legal directory submissions.
<p>Current Business and Client Relationship Management</p>	<ul style="list-style-type: none"> • Contribute to strategic BD planning with the Senior Practice Manager and the Chief Executive, especially by identifying new business opportunities with existing clients. • Contribute to contract tendering exercises. • Participate in Business Development events and initiatives as required, including some out-of-normal-hours commitments.
<p>Clerking Functions</p>	<ul style="list-style-type: none"> • 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. • Participate in the Development of a marketing plan for Team I's practices • Assist the Senior Civil Practice Manager in developing marketing plan for the whole of the Civil Practice team. <ul style="list-style-type: none"> • Exercise primary responsibility for the management of all aspects of clerking and case-management within your team (Team I). • Develop processes for efficient case management, from inception of the case to collection of fees. • Ensure implementation of the above processes and provide guidance to other members of the team to ensure that process are in place throughout the team. • Act as the primary point of contact for all clients and prospective clients relevant to the clerking team and ensure that other team clerks are available to respond to client communications promptly and effectively in your absence. • Advise solicitors and other clients or prospective clients on appropriate counsel, their availability and levels of fees as applicable. • Supervise the allocation of all briefs and the booking of all hearings within Team I, conferences, relevant case work and judicial sittings, ensuring that any diary conflicts are satisfactorily resolved in a timely manner and that Fair Allocation of Work process is in place.

<p>Staff Management</p>	<ul style="list-style-type: none"> • Supervise compliance with case management and data entry systems to ensure the integrity of Chambers’ data for reporting purposes and that enforceable contractual positions are maintained on a case by case basis. • Advise other clerks in the team as to the choice and availability of counsel including whilst returning civil casework within Chambers and to other chambers as necessary. • Ensure that fees are properly agreed and that adequate funding is in place in advance of any work by their barristers at all levels. • Provide guidance and assistance to other members of the clerking team on fees and any other clerking issues. • Ensure the prompt and effective billing of all cases by members and staff including personal responsibility for dealing with high value and complex billing as appropriate. • Ensure the prompt and effective collection of fees including overseeing the effective collection of legal aid details. • Supervise the completion of the daily diary. • Ensure that members of their clerking team are always available to service out of hours work enquiries. • Exercise direct line management responsibility for members of the clerking team I (the Team Practice Assistant and Team Junior) and any other staff seconded to the team, including performance management and appraisal procedures, training and professional development.
<p>Other Tasks</p>	<ul style="list-style-type: none"> • Undertake any other tasks reasonably delegated by the Senior Civil Practice Manager or the Chief Executive. • Assist with the development of efficient systems including the effective use of chambers case management software. • Contribute to staff discussions and meetings.

*** - Team I – AAP, Inquests, Prisoners’ Rights**

Person Specification

Work Experience	<ul style="list-style-type: none"> • Minimum of 5 years in a role of similar seniority
Essential and Desirable skills and competencies Essential Desirable	<ul style="list-style-type: none"> • In-depth understanding of the Civil Law practice areas. • Experience of managing busy barristers' diaries. • Experience of undertaking practice development meetings. • Experience of setting up/supervising effective systems for case management. • Experience of fee negotiation. • Experience of managing other staff, including identifying training needs. <ul style="list-style-type: none"> • In-depth understanding of AAP and Inquest Law. • Experience of BD planning.

To apply, please send a CV along with a covering letter to Olivia Scott at o.scott@doughtystreet.co.uk by 12 noon on Friday 15th February. Applications submitted after this date will not be considered.

If you would like to discuss the role further, please contact Mia Haki-Law at m.haki-law@doughtystreet.co.uk