

## **FAMILY LAWYER**

**Department – Family Law**

**Location – Based at our Beeston (Devonshire Avenue), Long Eaton (Derby Road) or Ripley (Market Place) office.**

**Hours – 35 hpw (Monday – Friday 9am – 5pm, 1 hour lunch each day). Part time working considered.**

**Salary - commensurate with experience plus discretionary performance and Christmas bonuses.**

### **JOB DESCRIPTION**

#### **Job Purpose**

- To advise on all aspects of family law, prepare documents and correspondence, interview clients, negotiate on behalf of clients and meet billing targets
- To uphold our values of Honesty, Respect and Teamwork, and work in accordance with the Solicitors Regulation Authority (SRA) Principles and Code of Conduct
- To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services

#### **Main Duties**

- 1 To handle a varied caseload of private family matters including:
  - a) Divorce
  - b) Financial settlements and remedies
  - c) Cohabitation
  - d) High value family matters
  - e) Prenuptial agreements
  - f) Children matters
- 2 To take a proactive approach in building professional relationships with clients and other contacts
- 3 To maintain and promote the good image and reputation of the firm
- 4 To assist colleagues, Directors and Heads of Department with any marketing and training events and initiatives
- 5 To help to manage and supervise junior staff and support staff as required including assisting with recruitment, training etc
- 6 To effectively use the case management software and our financial and billing processes

#### **General Duties**

- 1 To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the level of the post.
- 2 To establish, maintain and enhance team-working with colleagues and staff of Ellis-Fermor and Negus.

3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR.

4 To abide by our Equality and Diversity, Health and Safety, Anti Money Laundering Policies and all other relevant policies.

## ROLE SPECIFICATION

	CRITERIA
<b>Experience</b>	2 years + post qualification experience in family law
	Experience of handling high-value private family matters and financial transactions
	Experience of establishing, building and sustaining professional relationships with colleagues, clients and other contacts
	Experience of managing own workload and prioritising appropriately
	Track record of meeting billing targets
<b>Skills and Abilities</b>	Excellent verbal and written communication skills
	Excellent IT skills
	Strong organisational, financial and administrative skills
	Able to manage multiple work streams concurrently and meet tight deadlines
	Excellent team player and the ability to work on own initiative
	Highly motivated, forward thinking and results focussed
	Empathetic, positive and caring approach
<b>Qualifications and Other</b>	Qualified solicitor (SRA registered) or Chartered Legal Executive (Member of CILEX)
	Good understanding of Anti Money Laundering responsibilities and GDPR requirements
	Satisfactory DBS
	Sympathetic to our ethos and heritage

**Line Manager** – Head of Department