

# Job description

**Job Title: Salaried Partner**

**Department:**

**Role:**

- To undertake fee earning work
- To make a positive contribution to the management and work of the Department and to the firm

## Key responsibilities

The salaried partner is responsible to the partnership for the effective and efficient conduct of cases on behalf of clients in accordance with the overall policies and objectives of the firm. The salaried partner is also responsible for pro-active development and promotion of the firm's high standards and reputation.

All the firm's qualified fee earners are specialists and although they may have some opportunity to work outside their field of specialism, it is anticipated that the specialist area will account for the majority of their fee earning work.

For fee earning and case management purposes, the salaried partner is responsible to the LLP Members or Partnership generally. For other purposes, eg. in relation to issues relating to equipment or accommodation the salaried partner may be responsible to the Partner or Senior Manager with the responsibility for that specific issue.

**The post primarily involves:**

(With the support and assistance where necessary and available of other staff including the partners) the post involves the following, and involves supervising other fee earners and support staff in carrying out the tasks below:

1. dealing effectively with enquiries from referrers and direct from prospective new clients so as to assess the nature of the matter and whether it falls within the department's areas of practice, and in a case where the firm is unable to act, and identifying alternative sources of advice where appropriate;
2. accepting instructions from new clients, setting up retainers and in so doing advising them (a) of the likely costs and means of funding the advice, (b) of the firm's terms of business and (c) all other information required to be provided in writing in accordance with the professional requirements of the Law Society/Solicitors Regulation Authority;
3. obtaining a realistic sum of money on account of costs and disbursements or, subject to approval, entering into a standard private retainer or conditional fee agreement with the client, or obtaining public funding;
4. notifying where appropriate the Court, Registry, Tribunal, Home Office or other body and any other party and/or their solicitors of the firm's interest, and maintaining all necessary correspondence;
5. undertaking such legal and factual research as is necessary for the case;
6. providing or contributing to detailed, high quality specialist advice to the client in specialist area on law matters including regulatory issues;
7. undertaking all necessary preparation of the case or matter, including instructing specialist counsel, assisting with the preparation and drafting of pleadings where appropriate, preparing documents for disclosure, taking the client's proof(s) of evidence, proofs of witnesses including expert witnesses, obtaining and perusal of all necessary documents,

- preparing and delivering instructions to experts where appropriate, attending or arranging attendance at conferences, consultations, or hearings, confirming with the requirements of the CPR or other applicable rules of procedure;
8. Maintaining a full and orderly file with comprehensive attendance notes of all meetings and telephone calls, and following the firm's system of time recording in a timely and accurate manner;
  9. when appropriate, invoicing the client by delivery of a detailed narrative bill and applying for further private funds on account; alternatively, applying for legal aid funds on account of disbursements, where necessary making interim claims for costs; ensuring the prompt payment of disbursements; and at the conclusion of a matter delivering papers to a costs draftsman and expediting the taxation process;
  10. facilitating claims for costs on an *inter partes* basis
  11. at the conclusion of any matter, giving the client all advice necessary at that stage, including advice as to the firm's policy as to retention and destruction of papers;
  12. At all times, having strict regard to the Solicitors Regulation Authority's Standards of Professional Conduct and Ethics, and in particular to the strict requirement of confidentiality of clients' affairs;
  13. liaison within the firm with other fee earners engaged in similar and / or related cases matters or clients with a view both to maximising efficiency and avoiding conflicts of interest;
  14. maintaining such financial records and supplying such financial information as may be required by the Law Society/SRA or the firm, including providing calculations of work in progress from time to time; and adhering so far as possible to the billing target which will be calculated from time to time after consultation with the fee earner;
  15. becoming familiar with and observing the internal requirements of the firm as to file opening and closure, accounting procedures, and the maintenance of all necessary records and any other administrative requirement;
  16. working effectively and efficiently with the non fee earning staff, including the fee earner's own personal assistant or paralegal support;
  17. becoming familiar with and making best and most effective use of the firm's equipment;
  18. attending as required at meetings within departments or otherwise to review case work or for the purposes of supervision;
  19. attending such training as may be approved by the firm as will be necessary to fulfil the Law Society/SRA's requirements and to maintain (and to supply to the Chief Executive) a record of all training undertaken and points earned;
  20. to complete and maintain as necessary any professional documentation or records (such as a Practising Certificate) as the Solicitors Regulation Authority or any other professional body may require.
  21. to play an active management role with teams, working with the Head of Department and/or other partners in the team in shared and/or specific management task such as but not limited to - supervision, pastoral care of team members, file reviews, appraisals, probation reviews, financial management and, if needed feedback and performance management.

## Person specification

The successful applicant will be responsible for developing an active and interesting caseload dealing with area of specialist law.

### Experience and education

- Preferably have at least 7 years' PQE in the area of law

### Skills and abilities

- have significant experience in all areas of specialism
- ideally member of relevant organisations within area of law; to conduct litigation in accordance with their code of practice
- to demonstrate engagement in the wider issues of area law
- be able to demonstrate an ability to achieve good private billing
- have excellent oral and written communication skills
- have a track record of practice development
- have knowledge and use of time recording systems and IT

### Essential qualities for this role are:-

1. a solid understanding of the key principles of law and relevant legal procedures and a desire to excel when using them as a lawyer;
2. knowledge of and commitment to the professional duties of a solicitor
3. knowledge of private funding
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5. an understanding of, and ability to advise, clients from a wide range of backgrounds both orally and in writing on complex legal issues (including the ability to adapt styles appropriate to the needs of different types of clients);
6. the ability to draft persuasive representations and letters , statements, witness statements and other documents;
7. the ability to make sound strategic decisions when advising and during litigation to achieve the best results for clients whether in settlements or at trial;
8. a good understanding of the Procedural Rules and the Civil/Crime Procedure Rules to the extent that they are relevant to cases
9. willingness to keep up to date with developments in the law by reading relevant publications and attending appropriate courses and meetings;
10. ability to research, analyse and evaluate complex fact patterns, legal concepts and related issues;
11. a personal client base which is expanding and which will sustain a commercially viable practise in the future;
12. ability to establish and maintain strong client relationships
13. interest in and ability to develop links with potential referral organisations (as our work is largely dependent on referrals from satisfied clients and organisations);

14. an interest in developing the practice areas by writing, lecturing and networking through a variety of forums is necessary;
15. strong financial management skills in managing clients, cases and internally to develop and sustain their practice
16. effective, capable advocate with strong, appropriate communication skills - instilling confidence in clients, adaptive and persuasive;
17. ability to think creatively to accomplish clients' objectives
18. the ability to lead or work as part of a team and attend and contribute to and organise regular departmental meetings;
19. a positive role model, actively developing junior members of the team, provides guidance and supervision;
20. a good standard of IT skills (including familiarity with email and Microsoft office; all fee earners are provided with PCs and training is available if needed.
21. the ability to provide good outcomes for clients by settlements and at trial is important.
22. the ability to engage with the wider partnership to promote the overall success of the firm; to take responsibility for managing elements of the wider firm as required by the partnership; to attend and contribute to partners meetings; to carry out such management tasks as may be required or to supervise other managers as necessary; to take a proactive role in dealing with the finances of the firm as a whole in partnership with the other members of the LLP.