

Job Description

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JOB TITLE: Solicitor (Property Litigation)

DIVISION: Civil Litigation

OFFICE: Bromsgrove

RESPONSIBLE TO: Divisional Head

PURPOSE OF ROLE

To work as part of the Property Litigation Team based at the Bromsgrove office, taking ownership of a varied caseload of work with a commitment to delivering outstanding client service.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Tasks and Activities:

- To advise and assist clients in land and property related disputes including but not limited to:
 - contested commercial lease renewals,
 - lease termination,
 - disputed dilapidation and service charge claims,
 - actions for breach of covenants,
 - possession claims and enforcement,
 - boundary disputes,
 - trespass, nuisance,
 - third party rights over land,
 - Party Wall Act disputes and
 - enfranchisement claims.
- To work closely with the Property Litigation Partner to achieve and exceed divisional objectives/targets.
- To provide Property Litigation advice to other Divisions across the firm as required.
- To network with clients and third party work introducers.
- To engage and support the firm in marketing activities.
- To raise the profile of, and promote, the Civil Litigation team and services being provided.

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Generic Responsibilities and Expected Standards:

1. To assist with the implementation of good working practices, maintain a high standard of work and client service/care within your area of responsibility, in accordance with the firm's policies, procedures and guidelines and/or as directed by your line manager.
2. To use initiative on all matters.
3. To ensure confidentiality and security for all firm and client documentation and information.
4. To undertake any specific training course as and when required.
5. To effectively demonstrate the firm's values and behaviours at all times.
6. To maintain clear and precise communications with other members of staff and assist other secretaries when required.
7. To develop good working relationships with external institutions, organisations and other third parties.
8. To ensure that any equipment supplied for the purpose of your work (including computer, printer/copier, franking machine and post systems) is used correctly, maintained and any defects/faults are reported.
9. To ensure that Health & Safety principles and safe working practices are followed at all times. Employees have a legal duty that gives them responsibility, so far as is reasonably practicable, to ensure that they do not endanger themselves or anyone else by their acts or omissions.
10. To cooperate with the firm on Health & Safety matters and do not interfere with or misuse anything provided for health, safety and welfare purposes.
11. To keep areas of work clean and tidy.
12. All employees have a responsibility to carry out their work with due regard for the environment. The firm's Environmental Policy and procedures relevant to your area must be followed.

PERSON SPECIFICATION

Skills, Knowledge, Experience and Attitudes

1. Experience/good knowledge of the Civil Procedure Rules.
2. New qualified Property Litigation Solicitor/ experienced Paralegal
3. Experience should include commercial and residential landlord and tenant litigation as well as general real estate litigation such as boundary disputes, access and easements, trespass and nuisance.
4. To be part of the firm's dedicated Property Litigation and show a willingness to learn and specialise in all areas of Property Litigation.
5. Have the flexibility to travel to see clients at their homes, offices or place of work throughout Worcestershire and when required to work outside normal office hours.
6. IT literate with experience of Microsoft Office suite of applications and SOS client management system if possible.

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7. The ability to work independently, meet deadlines and have strong client facing skills.
8. Excellent communication skills, both spoken and written.
9. Proactive and able to co-operate within a fast paced environment encompassing a cordial attitude.
10. Experience of managing own case load.
11. Ability to build strong working relationships with key individuals.
12. Have the flexibility to travel to our offices in Telford, Kidderminster, Worcester, Ludlow and surrounding areas.
13. High level of integrity, commitment and flexibility.

SUMMARY

The details outlined in this job description reflect the content of the post at the date the job description was prepared. It is inevitable that over time the nature of a defined job role will change, existing duties may be lost and other duties gained without changing the general character of the work or level of responsibility entailed. It is intended that this job description will be revised from time to time in discussion with the post holder.

In addition, you may be expected to perform other duties commensurate with this position or as required to assist the business needs. Any additional tasks will be kept within your abilities and skills range, and training will be provided if necessary. Such agreement should not be unreasonably withheld.

Name:

Signature:

Date:/...../.....