

## Job Profile

Job holder name:	
Job title:	Solicitor – Criminal Defence
Department:	Criminal Defence Department
Location:	Various
Reports to job title and name:	Head of Criminal Defence Department, John Gibson

### Summary of role:

The job holder will provide efficient and effective legal advice, assistance and representation for private and publicly funded clients maintaining the highest standards of professional expertise and client care at all times. They can expect to run a caseload consisting of criminal defence work. The job holder will be expected to make every effort to obtain a speedy result for the client, to be accessible to their clients and to maintain regular and appropriate contact with them. They will also be expected to deal effectively and considerately with people from different cultures and backgrounds.

Howells aims to provide a holistic service and solicitors are encouraged to work together with other fee earners, support staff and with employees in other departments to ensure the best quality service.

The job holder will be directly responsible to the Head of the Criminal Department and to the Partners of the firm in general. They will also be responsible to a supervisor nominated by the firm for their day to day performance in respect of their legal work.

### Responsibilities:

#### **Criminal law case work**

- Deal with correspondence and telephone queries, managing the client's expectations
- Deal with clients requiring specialist criminal law advice in person
- Representation of clients at court
- Interview witnesses
- Attendance at police stations, in and out of office hours as required
- Provide written advice to the client, where necessary
- Maintain proper diary systems i.e. court dates, limitation dates and timetables set by courts
- Produce documents and instructions and obtain expert reports
- Negotiate settlements with other parties
- Attend court, in and out of office hours as required
- Conduct own advocacy
- Brief counsel, where necessary/appropriate
- Assess clients for public funding/legal representation

- Submit interim and final bills on a regular basis
- Liaise with the Legal Aid Agency on cases as necessary

**Miscellaneous**

- Keep up to date with changes in the law and procedures
- Maintain duty solicitor accreditation
- Deal quickly and efficiently with clients
- Ensure that cases are conducted in accordance with SRA guidelines and that the regulations and procedures of the Legal Aid Agency are adhered to in respect of publicly funded matters and the Legal Aid Agency Specialist Quality Mark Standards.
- Maintain confidentiality
- Meet chargeable time and financial targets, as agreed with the Partner
- Attend meetings and training sessions, where relevant to the job holder's work
- Manage own continuous professional development

The job holder will be expected to carry out any other tasks as reasonably delegated to them.

**Skills and capabilities**

- Communication – written and spoken, active listening
- Problem Solving
- Ability to develop relationships
- Computer Literacy
- Ability to work as part of a team
- Ability to work on own initiative
- Ability to lead a small team
- Understanding of the firm's business and the marketplace
- Role model best practices

**Competencies**

These describe how a person is expected to carry out their particular role. They do not describe what a person does. Achieving higher level competencies indicates that all preceding levels are being demonstrated.

The Competency Framework document has full details of the how each competency is demonstrated. To meet the competency level expected the role holder must be meeting all the behavioural indicators of the levels preceding it.

Competency	Competency level expected to fully meet the requirements of the role
Communicating and influencing	3
Managing and developing performance	2
Decision making	2
Planning and organising	2
Problem solving	3
Expertise	2
Accuracy and quality	3
Drive for achievement	2
Team Leadership	2

The job holder is expected to perform consistently at the above competency levels.

Performance

Personal performance in the role is measured by achieving, maintaining and exceeding the expected level of:

- chargeable time
- financial targets
- competencies over a sustained time frame
- file review level 2 (overall mark in file reviews)
- demonstrating the skills and capabilities for the role

Identifying under performance highlights areas for individual development in order to ensure effective delivery of service to the client.

Employee Signature & Date:		-- / -- / ----
Approved by Head of Department Signature & Date:		-- / -- / ----
Approved by HR Signature & Date:		-- / -- / ----