

Job Profile

Job holder name:	
Job title:	Solicitor/Supervisor
Team:	Prison Law Team
Department:	Criminal Defence Department
Location:	South Yorkshire, travel may be required through the North of England and the Midlands
Reports to job title and name:	Mary Rose Macadam, Partner

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 prison law work, and where applicable, Magistrates Court and Police Station work. They may also be expected to deal with other civil liberties work related to this area of law. 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 Defence 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:

Prison Law case work

- Deal with clients requiring specialist prison law advice in person, managing the client's expectations
- Provide written advice to the client, where necessary
- Take instructions in new cases, including completion of Advice and Assistance and Advocacy Assistance forms, deal with Legal Aid applications and opening file procedures
- Maintain proper diary systems i.e. court and tribunal dates, limitation dates and timetables set by courts/tribunals
- Periodically review files to ensure compliance with contract requirements/transaction criteria and any departmental requirements
- Make claims for payment including payments on account, cost files and pay out disbursements

- Take statements from clients and witnesses and arrange/check availability of witnesses
- Take instructions on evidence, statements and reports
- Review and draft documentation
- Attend courts and adjudications in and out of office hours as required
- Brief counsel, where necessary/appropriate and attend hearings with counsel
- Attend case conferences
- Close files in accordance with departmental procedures
- Supervise other fee earners in the department
- Provide support for other fee earners as necessary
- Lead/assist with departmental training sessions

Miscellaneous

- Keep up to date with changes in the law and procedures
- 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 Lexcel 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
- Supervise other fee earners in the department
- Continue to meet the requirements of the prison law supervisor standard
- Provide support for other fee earners as necessary
- Lead/assist with departmental training sessions
- Promote Howells LLP and the work of the prison law/crime team externally, with the aim of increasing the number of clients of the team and building relationships with external organisations, including referring organisations

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
- Advocacy
- Negotiation
- Problem Solving
- Ability to develop relationships
- Ability to learn
- Computer Literacy
- Ability to work as part of a team
- Ability to work on own initiative
- 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
Client care – customer service
Quality and compliance
Planning and organising
Decision making
Communicating and influencing
Team work
Financial performance and profitability
Team leadership
Business Development

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:		__ / __ / ____