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| Job holder name: | |
| Job title: | Trainee Solicitor |
| Location: | Sheffield |
| Reports to job title and name: | Training Principal, Mary Rose Macadam |

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| Summary of role: |
| <p>The job holder will train in each of the departments: Civil & Community law, Family law and Criminal law, with the aim of understanding the provision of a full social welfare law service at a profit. The job holder will receive training in at least three areas of the above departments, in contentious and non-contentious work. They will be expected to attend departmental meetings and to work under the supervision of a supervisor to whom they will be accountable. They are also directly responsible to their head of department and to the Partners of the Firm generally.</p> <p>Howells aims to provide a holistic service and trainee solicitors are encouraged to work together with other fee earners, support staff and with employees in other departments to ensure the best quality service.</p> |

Responsibilities:

General Responsibilities

- To keep a record of the work that they have done, linked to the skills standards, in accordance with the Solicitors Regulation Authority requirements.
- To take responsibility for their own development, training and work practices.
- To complete the Professional Skills Course satisfactorily before the end of the Period of Recognised Training..
- To deal quickly and efficiently with the affairs of their clients and their supervisor's clients.
- To ensure that proper procedures are followed when completing administrative paperwork
- To ensure that there are no breaches of confidentiality.
- To record their time on a regular basis.
- To ensure that their files are kept in good order and up to date and checked on a monthly basis.
- Relating courteously and effectively with support staff.
- Using all opportunities to further public relations and image of the firm.

Specific Responsibilities

Major Responsibilities

- To ensure that they have regular meetings with their supervisor.
- To carry out work that is delegated to them, to ensure a speedy result for the client.
- To prepare cases efficiently and conduct them in accordance with the Solicitors Regulation Authority and Legal Aid Agency guidelines and in the Family Department with the Solicitors Family Law Association guidelines.
- To be accessible to their clients, or their supervisor's clients and to communicate with them on a regular basis.
- To liaise with other members of staff, including the partner responsible for trainee solicitors and partners generally.
- To attend meetings and training sessions that their head of department considers beneficial for their post.

Job Content

- Working closely with their supervisor and carrying out work which is delegated by their supervisor or other members of department.
- Dealing with correspondence and telephone calls.
- Dealing with clients in person when asked to do so by their supervisor and advising them generally.
- Maintaining proper diary systems.
- Drafting documents and instructions when asked to do so.
- Negotiating settlements with other parties when asked to do so.
- Briefing Counsel.
- Attending Court.
- Assessing clients for the purposes of public funding when asked to do so.
- Liasing with the Legal Aid Agency.
- Carrying out any tasks relating to their work if asked to do so by their supervisor or any other member of the department.

Job Summary

To be accountable to their supervisor, the Partners in general and the other solicitors in each of the departments to which they rotate. To work quickly and efficiently with clients and work as part of a team with a commitment to public funding work.

Skills and capabilities

- Communication – written and spoken, active listening
- Problem Solving
- Ability to develop relationships
- Ability to learn
- Computer Literate
- Ability to work as part of a team
- Ability to work on own initiative

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 | Level |
|---|-------|
| Client care – customer service | 2 |
| Quality and compliance | 2 |
| Planning and organising | 2 |
| Decision making | 2 |
| Communicating and influencing | 2 |
| Team work | 2 |
| Business development | 2 |
| Financial performance and profitability | 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
- 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.

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