



### Position Description

<b>Position</b>	Staff Solicitor
<b>Reporting to</b>	Supervising Principal and Chief Executive Officer
<b>Positions reporting directly to this position</b>	Nil

<b>Job Scope</b>	
<b>This role is primarily responsible for:</b>	The provision of high quality legal services and advocacy work to the Firm's clients and the building and maintenance of client and other external relationships.

## Key Result Areas and Responsibilities

### Legal Services

Have an up to date knowledge of the areas of law practicing in, including its technical and practical aspects.

Perform duties such as general legal work, preparing documents, research, providing legal advice and advocacy work and providing administrative support to your Supervising Principal as required.

Draft accurate and clear documents and correspondence in accordance with the Firm's Documentation policy.

Negotiate effectively.

Prioritise matters, set objectives and follow through.

Anticipate needs of clients, Principals and CEO.

Work in an organised manner that compliments the team.

Comply with all legislation and Law Society rules and have an in depth understanding of the Rules of Conduct and Client Care and comply with them at all times.

Work closely with the Firm's Principals and other staff to ensure the provision of a high quality service to the Firm's clients.

Complete research accurately and in a timely manner.

Provide back-up and support for other legal advisors, staff and management (including filling in for them as required) to ensure client services continue uninterrupted.

To be available for taking affidavits and statutory declarations.

Be self-reliant as much as possible but seek assistance or guidance when necessary.

<b>File/Matter Management</b>	<p>Comply with the Firms procedures and rules governing client engagement.</p> <p>Maintain all files in a tidy and chronological order.</p> <p>Keep accurate file notes on important matters as they arise, giving particular consideration to potential liability and the requirements of the Rules of Conduct and Client Care.</p> <p>Invoice matters in a timely and appropriate manner and in accordance with the Firm's existing price list.</p> <p>Comply with all Law Society Trust Account legislation, regulations and guidelines and the Firm's Trust Account policy at all times.</p> <p>Ensure all disbursements are recorded in the Firm's Practice Management Software and are recovered.</p> <p>Maintain accurate and up to date time records in the Firms Practice Management Software.</p> <p>Save all correspondence and emails to Firms Practice Management Software.</p> <p>Maintain an up to date and accurate case load list.</p> <p>Abide by the Firm's File Closure and Archiving policy.</p>
<b>Client Relationships</b>	<p>Maintain regular contact with clients.</p> <p>Actively acknowledge client requests, emails and phone calls within 3 hours of receipt of message and/or email.</p> <p>Treat all clients with respect.</p> <p>Report progress regularly to clients.</p> <p>Conduct client interviews effectively and efficiently.</p> <p>Advise clients in a manner that they are able to understand and in an appropriate way.</p> <p>Assist staff with clients/matters as required.</p>

<b>Marketing</b>	<p>Actively participate in the Firms marketing initiatives, and activities and attend client and Firm functions as required.</p> <p>Maintain the Firms external networks and relationships with external agencies.</p> <p>Comply with Firm's Marketing policy.</p>
<b>General</b>	<p>Maintain relationships with the Firm's other legal advisors, secretarial staff and support staff and interact with staff in an appropriate manner.</p> <p>Manage aged receivables in accordance with the Firm's current policy.</p> <p>Understand what may constitute a risk to the Firm under its Professional Indemnity, Public Liability or any other insurance policy and report any potential liability, risk or error to the CEO or another Principal immediately upon becoming aware of such an issue.</p> <p>Attend and actively participate in regular Staff Meetings.</p> <p>Ensure that electronic diary is kept up to date at all times.</p> <p>Undertake such other duties and responsibilities as the CEO or Principals may reasonably request from time to time.</p> <p>Read and comply with the Firms Policy and Procedures Manual.</p>