

JOB DESCRIPTION

JOB TITLE:	Barristers' Clerk
REPORTS TO:	Practice Manager, Liverpool
LOCATION:	LIVERPOOL base but may be required to travel to other sites and to client's offices on occasion

JOB SUMMARY:

This role has been created to provide cover for periods of parental leave in the Civil and Family clerking teams in Liverpool in 2018-2019.

To assist in the overall delivery of clerking services to the civil (July and August) and family (from September) teams. Working with clerking colleagues to provide counsel and their clients with a high quality, comprehensive clerking service.

1. KEY RESPONSIBILITIES AND DUTIES

1.1 Civil/Family Clerking Team

To assist in the smooth running of the Civil and Family clerking functions by:

1. Managing the diaries of members,
2. Taking bookings for cases and conferences, allocating work fairly and appropriately, undertaking conflict checks and recording in MLC in accordance with Chambers protocols.
3. Forward planning to ensure briefs and instructions are received in good time;
4. Negotiating fees within agreed parameters
5. Inform members of Chambers of their commitments for the following day and note diary accordingly.
6. Computer recording of briefs and instructions.
7. Checking courts and listings.
8. Dealing with incoming emails, post and telephone enquiries
9. Regularly chasing the 'to do' list
10. Ensuring briefs and instructions are sent out to members when necessary.
11. Assisting Juniors when required (guidance/training/opening post/sending post. Faxes/by hands).
12. Some billing of fees (e.g. private family work)
13. Building and maintaining a strong rapport with instructing clients and notifying the appropriate Senior Clerk of opportunities for new work

14. Pitching in with general administration when needed in the team, e.g. when the office assistant is on holiday.
15. QPM – responsible for management of briefs and instructions as set out in Chambers Quality Procedures Manual.

1.2 Marketing and Networking

To assist in the raising of the brand profile of the overall Chambers by:

1. Assisting with the arrangements and administration of marketing activities in and out of chambers.
2. Attendance at Chambers seminars and events.
3. Keeping marketing lists up to date.

1.3 General

1. To ensure the implementation of the equality and diversity policy.
2. To promote a culture of continuous improvement by personal example and quality of contribution.
3. To take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties.

2. KEY PERFORMANCE INDICATORS

- Accurate recording of information
- Accurate information passed to members
- Work allocation to appropriate counsel in good time for work to be prepared
- Work allocated to appropriate counsel avoiding conflict of interest and potential clashes where possible
- Appropriate fee levels negotiated (not too high, not too low)
- Good knowledge of counsel in Chambers and their practice development
- Solicitor feedback positive when a new or existing contact has been instructed
- Demonstrably good rapport with instructing solicitors and members
- Motivated
- Feeling challenged

PERSON SPECIFICATION

Junior Family Clerk (Manchester)

	Standard	Essential/ Desireable
Qualifications, knowledge, experience	Educated to A Level standard (or equivalent), with GCSE grades C or above in English and Maths (or equivalent).	E
	Strong experience of working as a clerk in a fast-paced barristers chambers including: <ul style="list-style-type: none"> • Diary management; • Booking cases and conferences; • Dealing with clashes and avoiding conflicts; • Fee negotiation; • Use of diary management software such as MLC or Lex 	E
	Sound understanding of barristers' Chambers and working practices	E
	Knowledge and understanding of case and hearing types, documentation, and relevant terminology.	E
	Knowledge of relevant fee regimes and funding sources	D
	Working knowledge of Civil/Family practice areas	D
	Knowledge of the local courts and solicitors	D
	Experience of networking and client-relationship building.	E
Skills & abilities	Excellent communication skills, confident, polite, personable and friendly/approachable	E
	Excellent team worker, ability to work, communicate and organize work effectively with colleagues	E
	Systematic, organized work style, able to work at pace with calm and efficiency	E
	Good and building and maintaining strong business relationships with clients and members	E
	Honesty and integrity	E
	Self-motivation and initiative	E
	Willingness to learn from others and develop	E
	Attention to detail and ability to problem solve	E
	Able to follow instructions and protocols	E
	Flexible, with positive and respectful approach	E
	Strong customer care skills and ethics	E
	Diplomacy and negotiation skills	E
	Smart personal presentation	E