

**JOB DESCRIPTION**

**JOB TITLE: Civil Clerk (Manchester)**

**REPORTS TO: Senior Civil Clerk**

**LOCATION: MANCHESTER base but may be required to travel to other sites and to client’s offices on occasion**

**JOB SUMMARY:**

To assist in the overall delivery of clerking services to the Civil teams. This role is split with support to be provided to the PI & Clinical Negligence Team and the Commercial & Employment Teams, with a bias to Commercial and Employment. You will provide counsel and their clients with a comprehensive clerking service. You provide support to the Senior Clerks in tasks delegated. This is a development role and the candidate will be provided with full training.

**1. KEY RESPONSIBILITIES AND DUTIES**

**1.1 Civil Clerking Team**

To assist the Group Senior Clerk in ensuring the smooth daily running of the Civil clerking function by:

1. Computer recording of emails, instructions and briefs.
2. CFA, and general case administration
3. Checking court listings
4. Telephone booking of hearings and conferences
5. General telephone enquiries from members of chambers.
6. Computer recording of small post and EPR
7. Outsourcing (returning) of cases to other Chambers
8. Assisting with the smooth running of the EDM processes.
9. Assisting in the clerking of public access cases.
10. Notifying barristers of their daily workload.
11. Some forward planning chasing instructions/briefs from clients.
	1. **General Administrative Support**

To provide broader administrative support to Chambers from time to time as needed, including assisting the Office Assistants (‘Juniors’).

1. Assisting in marketing activities in and out of chambers – notifying the Senior Clerk of new clients and possible leads.
2. Arranging of and attendance at Chambers seminars and events.

**1.4 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**

* All incoming post/emails to be logged on before the end of the day
* All emails to be processed and in EDM within 1 hour of them being received
* All court listings to be checked for next day’s hearings
* All telephone queries answered and messages replied to same day.
* Note of all telephone and email transactions are put onto the case management software.



**PERSON SPECIFICATION**

**Junior Family Clerk (Manchester)**

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|  | **Standard** | **Essential** | **Desirable** |
| **Qualifications, knowledge, experience** | Educated to GCSE standard with 5 GCSEs grade C or above (or equivalent)  | **E** |  |
| Experience of working as a clerk in a barristers chambers | **E** |  |
| Administration experience | **E** |  |
| Sound understanding of barristers’ Chambers and working practices | **E** |  |
| Understanding of different funding methods (CFA, Private, DBA etc) |  | **D** |
| Experience of working in a team | **E** |  |
| Experience of working in the MLC (D) or other Chambers diary management system (E) | **E** |  |
| **Skills & abilities** | Professional and personal style that builds credibility and rapport with all members of Chambers and staff | **E** |  |
| Diary management |  | **D** |
| Sound judgment and negotiating skills | **E** |  |
| Excellent communication and influencing skills and a diplomatic and approachable style | **E** |  |
| Manages own workload, prioritises effectively, and works to and consistently achieves deadlines | **E** |  |
| Attention to detail | **E** |  |
| Team player – able to motivate and train others | **E** |  |
| Systematic, organized work style | **E** |  |
| High levels of honesty and integrity | **E** |  |
| Self-motivation | **E** |  |
| Willingness to learn and develop, with a commitment to continuous improvement | **E** |  |
| Computer literate with excellent Word, Excel and database skills | **E** |  |