



JOB DESCRIPTION

JOB TITLE: Barristers' Clerk – Crime & Regulatory (Manchester)

REPORTS TO: Senior Clerk - Crime

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

JOB SUMMARY:

To work as part of the criminal clerking team in Manchester delivering clerking services to the Crime and Regulatory practice group. To provide counsel and their clients with a comprehensive clerking service. To provide support to the Senior Clerks in tasks delegated. To provide support and assistance in the training and development of junior colleagues where appropriate.

1. KEY RESPONSIBILITIES AND DUTIES

1.1 Clerking Team

To assist the Group Senior Clerk in ensuring the smooth running of the crime & regulatory group clerking function by:

1. Dealing with email and telephone instructions from clients.
2. Working with colleagues to manage the diaries of members in the team.
3. Ensure all barristers have access to papers, DCS invites and access to drop box papers prior to hearings.
4. Chasing telephone bookings for briefs.
5. Inputting of briefs and instructions on the computer and cross-referencing case details and diary dates from all briefs and correspondence.
6. Ensuring all briefs received have correct offence, URN & DOB
7. Checking Courts, Criminal lists and attending listing meetings when required, recognizing additions to the list.
8. Processing incoming emails and post.
9. Processing advices and service standard forms
10. Telephone enquiries/bookings (with guidance of more senior clerks where necessary)
11. General telephone enquiries from members, e.g. availability etc.
12. Use of EDM. Scan in any post that we receive and upload onto drobox into the correct folders for members to use.
13. Arranging conferences for members and fix for their availability.

14. Liaise with other Chambers to ensure cases are listed for dates in accordance with counsels availability.
15. Run and maintain MLC reports.

1.2 Marketing and Networking

1. Assisting the Senior and Lead Clerks in marketing initiatives, such as arranging and attending Chambers' seminars and events.
2. Actively participate in networking events arranged by Chambers, clients and potential new clients (as agreed with the Senior Clerk);

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.
4. To comply with the principles of GDPR in line with Chambers' Information Management Policy and Data Protection Policy.

2. KEY PERFORMANCE INDICATORS

- Careful diary management and forward planning
- Accurate administration and recording of information
- Accurate list checking
- Good listing placements from meetings
- Strong team working
- Excellent standard of client and member care
- Accurate information passed to members of Chambers
- 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
- Good feedback from clients and members of the group on performance

PERSON SPECIFICATION

Barristers' Clerk Crime & Regulatory (Manchester)

| | Standard | Essential | Desirable |
|--|--|-----------|-----------|
| Qualifications, knowledge, experience | Educated to GCSE standard with 5 GCSEs grade C / 4 or above (or equivalent) | E | |
| | Experience of working in a barristers' chambers as a clerk (2 + years) | E | |
| | Knowledge of crime and related legal proceedings | | D |
| | Knowledge of barristers' chambers, the work of barristers and the role of chambers – and a genuine interest in a long-term career as a clerk | E | |
| | Working knowledge of Meridian or similar diary management computer software (e.g. Lex) | E | |
| | Knowledge of fee regimes | E | |
| | Experience of working in administrative capacity | E | |
| | Knowledge of local legal market, courts etc. | | D |
| Skills & abilities | Barristers' diary management | E | |
| | Negotiation skills | E | |
| | Excellent, polite and professional communication skills and a friendly and approachable style | E | |
| | Strong IT skills, computer confidence | E | |
| | Excellent attention to detail, careful and secure approach | E | |
| | Team player | E | |
| | Systematic, organised work style | E | |
| | Strong customer skills and ethic | E | |
| | Honesty and integrity | E | |
| | Diplomacy | E | |
| | Self-motivation, hardworking | E | |
| | Willingness to learn and develop | E | |
| | Able to work at pace | E | |
| | Smart, business-like personal presentation | E | |