

JOB DESCRIPTION

JOB TITLE:	Barristers' Clerk (Liverpool)
REPORTS TO:	Group Senior Clerk / Practice Manager – Liverpool
LOCATION:	LIVERPOOL base but may be required to travel to other sites and to client's offices on occasion. (Some homeworking at outset due to covid restrictions).

JOB SUMMARY:

Working as part of our four-site clerking team to ensure the overall delivery of clerking services primarily to our Liverpool practitioners, providing counsel and their clients with a comprehensive, reliable clerking service on a day-to-day basis. To provide support to the Practice Manager and Group Senior Clerks in tasks delegated, which will include some cross-site clerking activities.

1. KEY RESPONSIBILITIES AND DUTIES

1.1 Clerking Team

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

1. Taking day to day responsibility for the organisation of designated barristers
2. Managing the diary
3. Negotiating fees
4. Ensuring counsel have their papers - ensuring all briefs and instructions have been received and where necessary chasing telephone bookings for briefs
5. Forward planning the diary for delivery of briefs
6. Computer recording of instructions and briefs.
7. CFA administration, where appropriate
8. Billing of paperwork and fee noting up of billing
9. Checking court listings
10. Telephone and email booking of hearings and conferences
11. Dealing with general telephone and email enquiries etc.
12. Chasing of the to do list
13. Run and maintain reports.
14. QPM – responsible for management of briefs and instructions as set out in Chambers Quality Procedures Manual.

1.2 General Administrative Support, Marketing and Networking

To provide broader administrative support to Chambers from time to time as needed.

1. Helping with post and scanning of paper briefs.
2. Assisting in marketing and business development activities in and out of chambers.
3. Arranging of and attendance at Chambers seminars and events.

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

- Works in accordance with Chambers' values.
- Work allocated to appropriate seniority of counsel avoiding conflicts/potential clashes where possible
- Accurate and timely logging on of incoming briefs/instructions from solicitors
- All court listings to be checked for next day's hearings
- Good feedback from clients and members of the group on performance
- Good contribution to local team and cross-site performance
- Always agrees payment terms when booking cases and records appropriately in MLC

PERSON SPECIFICATION

Junior Clerk (LIVERPOOL)

	Standard	Essential	Desirable
Qualifications, knowledge, experience	Educated to GCSE standard with 5 GCSEs grade C/4 or above (or equivalent) including English and Maths	E	
	Experience of working in a barristers' chambers including diary management, bookings, logging papers, communicating directly with members, solicitors and other clients.	E	
	Working knowledge of Outlook and other MS Office software (Word, Excel)	E	
	Knowledge of legal proceedings	E	
	Knowledge of Meridian or similar diary management computer software (e.g. LEX)	E	
	Knowledge of fee regimes	E	
	Knowledge of the local legal market		D
Skills & abilities	Professional and personal style that builds credibility and rapport with all members of Chambers and staff	E	
	Excellent and accurate diary management	E	
	Sound judgment (E) and negotiating skills (D)	E	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	
	Excellent attention to detail	E	
	Team player –ask for help when it's needed and offer the same	E	
	Systematic, organized work style	E	
	High levels of honesty and integrity	E	
	Self-motivation – with ambition to develop in clerking role	E	
	Willingness to learn and develop, with a commitment to continuous improvement	E	
	Computer literate with excellent Word, Excel and database skills	E	
