

# DEBENHAMS OTTAWAY

## SOLICITORS

### Job Specification

<b>Position:</b>	Private Client Solicitor 10 years PQE + (Senior Associate Level)
<b>Reports to:</b>	Team Leader
<b>Department:</b>	Private Client
<b>Salary:</b>	Competitive salary range
<b>Location:</b>	St Albans

#### Company overview

Debenhams Ottaway is a modern, client focused law firm based in St Albans and Radlett working with businesses of the future and thriving families and individuals in Hertfordshire and London.

Our long and successful history as leading advisers to private families and individuals is now complemented by our fast growing commercial work with medium sized businesses, owner managed businesses and entrepreneurs. Debenhams Ottaway believes passionately in building the best teams with the energy and imagination to provide the highest quality legal advice.

#### Overview

This is an exciting opportunity for a senior solicitor to join our renowned private client team and develop the private client offering in our St Albans office. The role will involve supervising and managing staff and contributing to business development initiatives. Attendance at the Radlett office will be required on occasion.

#### Key responsibilities

Activities will be varied and will include, but are not limited to the following:

- Take client instructions and progress the matter
- Support other Fee Earners in the provision of service to their clients by progressing matters that are delegated
- Provide a courteous and efficient service putting clients at the centre of everything that is done
- Keep control of an allocated caseload to ensure that standards of matter conduct, file management, administration, time-recording and accounting are maintained at all times
- Recognise the importance of cross selling and identify opportunities to refer work to other teams
- Attend networking and firm events to build relationships with potential clients and intermediaries
- Developing and implementing marketing strategies for specific area of expertise and work
- Regularly update knowledge and expertise and share this with others in the team/firm

#### Skills and attributes

- Minimum of 7 years' experience of private client work
- STEP and/or SFE membership would be desirable
- Experience of managing people
- Capable business developer and have a strong drive to assist with the development of the department
- Demonstrated ability and willingness to recognise opportunities and to build profitable relationships with key prospects

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- Adopts a client-centred focus at all times taking responsibility for the level of client service they provide and takes proactive steps to maximise and improve client relationships
- Creative problem-solving ability
- Both written and oral communication skills
- Confident with the ability to interface and develop relationships with a variety of people
- Socially confident
- Professional appearance
- Good IT skills