

DEBENHAMS OTTAWAY

SOLICITORS

Job Specification

Position:	Commercial Solicitor (Senior Associate level)
Reports To:	Team Leader
Department:	Corporate Commercial
Location:	St Albans

Who we are:

- Debenhams Ottaway is an award winning, LEXCEL accredited, leading law firm based in Hertfordshire and the preeminent legal firm in St Albans.
- Known for its warm and friendly culture, this client focussed, people centred firm is committed to growth achieved through nurturing and enhancing relationships with its clients, contacts, people and the communities it serves.

What we seek:

- Hertfordshire is the 5th largest county economy and one of the fastest growing regional economies in the UK with further growth predicted over the next few years.
- As part of the firm's growth strategy, we are looking to further develop our Commercial offering to our clients to work with our existing and established business services teams which include corporate, employment, commercial litigation and commercial property.
- To underpin this strategy we are now looking for an ambitious Senior Associate level solicitor to join our growing Corporate Commercial team and work on a varied case load of all aspects of commercial work, to include drafting, advising on and reviewing commercial contracts, including franchise agreements, supply terms, distribution, agency, e-commerce and software as a service agreements.
- The role is a dedicated commercial role, it does not involve any corporate work, which is covered by other members of the team. This is an opportunity for a motivated individual to develop and lead our commercial offering with a view to establishing it as a separate sub-team.

What will you do?

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

- Handling an active caseload of your own files with responsibility for the day to day conduct of your files, with minimal supervision.
- Working with other members of the team on bigger, more complex cases and taking ownership for a particular stream of work on bigger cases.
- People management of junior staff to include supervision of work, file reviews and performance management.
- Supporting the Team Leader and Partners with business development initiatives.
- Providing a courteous and efficient service putting clients at the centre of everything that is done.
- Recognising the importance of cross-selling and identify opportunities to refer work to other teams.
- Attending networking and firm events to build relationships with potential clients and intermediaries.
- Assisting in developing and implementing marketing strategies for commercial work.
- Attending courses to further knowledge and expertise and share this with others in the team/firm.

Personal skills and attributes:

- A minimum of 6 years' experience in dealing with commercial work.
- Well organised and able to demonstrate good time and file management.

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- A commitment to read around various areas of law and commercial practice to build knowledge on a rolling continuous improvement basis.
- Experience of managing or supervising junior members of staff.
- 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.
- Is able to work as an extension of the client's business by giving commercial, practical advice with the client's business needs and objectives in mind.
- A can-do, motivated and positive attitude
- Creative problem-solving ability and tenacity when it comes to meeting client objectives.
- Excellent written and oral communication skills.
- Willingness to go the extra mile to meet deadlines.
- A good understanding of law firm finances and ability to manage matters in a commercial manner
- Commitment to meet targets and budgets.
- Good interpersonal skills and ability to work with others and develop relationships.
- Actively uses social media to develop relationships and personal brand
- Experience in giving presentations to clients and referrers and delivering pitches for new client work
- Socially confident.
- Professional appearance.
- Good knowledge of relevant computer programmes i.e. MS Office suite, CRM, Practical Law.
- Accuracy and attention to detail.
- Can manage a number of tasks under pressure and maintain a calm manner at all times.

Please email your CV and covering letter to recruitment@debenhamsottaway.co.uk