

# DEBENHAMS OTTAWAY

## SOLICITORS

### Job Specification

<b>Position:</b>	Commercial and Insolvency Litigation Solicitor (4-6 years' PQE)
<b>Reports To:</b>	Team Leader
<b>Department:</b>	Dispute Resolution
<b>Location:</b>	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 relationship-driven, people-centric firm is committed to growth achieved through doing more for clients, its people and the communities it serves.

#### What we seek

- Hertfordshire is the 5<sup>th</sup> 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 an ambitious growth strategy the firm is building a rapidly expanding and innovative Enterprise team composed of the firm's corporate and commercial, employment, commercial litigation and commercial property teams.
- To underpin this strategy we are now looking for a 4-6 year PQE Solicitor to join our growing Dispute Resolution team and work on a varied case load of all aspects of commercial and insolvency disputes.

#### 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, under Partner 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.
- Supporting the Partners with business development initiatives.
- Provide a courteous and efficient service putting clients at the centre of everything that is done.
- 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.
- Assist in 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.

#### Personal skills and attributes:

- A minimum of 4 years' experience in dealing with commercial and insolvency disputes.
- Well organised and able to demonstrate good time and file management.
- A commitment to read around various areas of law and litigation practice in their own time to build knowledge on a rolling continuous improvement basis.
- 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 and positive attitude.

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- 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 and work additional hours to meet deadlines.
- Commitment to meet individual budgets.
- Confident with the ability to interface and develop relationships with a variety of people.
- Socially confident.
- Professional appearance.
- Good knowledge of relevant computer programmes e.g. PMS, MS Office suite, CRM.
- 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](mailto:recruitment@debenhamsottaway.co.uk)

