

DEBENHAMS OTTAWAY

SOLICITORS

Job Specification

Position:	NQ-2 year PQE Solicitor – Family Team
Salary:	Competitive salary range
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 relationship-driven, people-centric firm is committed to growth achieved through doing more for clients, its people and the communities it serves.
- Our Family team are members of the Law Society Family Panel, Resolution and accredited specialists. Several members of the team are also trained collaborative lawyers.

What we seek

We are looking for a solicitor to join our established, award winning Family team to work on a varied case load of all aspects of family law matters, including divorce, financial settlement, private law Children Act, nuptial agreement and co-habitation cases.

What will you do?

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.
- 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.

Skills and attributes:

- Knowledge, experience and passion for family law.
- Adopts a client-centred focus at all times taking responsibility for the level of client service they provide and takes proactive steps to maximize and improve client relationships.
- Creative problem-solving ability.
- Excellent written and oral communication skills.
- 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