



Job Title: Fee Earner – Residential Conveyancing

Reporting to: Head of Department

Hours of work: Full-time position Monday to Friday (inclusive) 9.00am – 5.00pm with one hour for lunch

Salary: Dependent upon Experience

Hodgkinson's Vision and Values

To offer legal services of the highest possible calibre, and in accordance with any professional compliance requirements, delivered in a relaxed but professional environment.

Our core values are:

- Commitment to clients
- Integrity
- Diligence & Competence

This Post-Holder will be:

Approachable

You will be accessible to all our clients, and will be friendly, efficient, competent and professional.

Innovative

You will ensure your services are constantly monitored so that, as a Company, we can continue to deliver in new and innovative ways.

Trusted to deliver

You will be a member of the Company that can be relied upon to meet the needs of our clients.

Job Purpose

- To undertake fee earning work and to work with the Head of Department/HR to ensure the successful development of the conveyancing department in line with the Company's business plan.
- To assist the Head of Department to proactively supervise, train and monitor fee earners and support staff in the team

Professional Standards

To work and behave in a professional manner and within the higher standards of the profession and to lead by example.

Comply with procedures set out in the office manual, professional standards and any requirement set by the Legal Services Commission.

Carry out duties faithfully and diligently and follow all reasonable instructions.

Treat all information about the firm and its client and their business as wholly confidential.

Responsible to:

Head of Department/HR

The Role

The successful candidate will have a caseload of their own, as well as being responsible for assisting with allocating work to other team members and for directly supervising and training personnel within their team.

You will have specific targets and KPIs to meet and you will assist other members of the team by working closely with them and developing, in conjunction with HR, personal training and development plans for each team member to ensure they meet their KPI's.

Your duty is to perform work accurately, reliably and in accordance with the Company's quality risk management procedures. You will be competent and will therefore be required to maintain appropriate CPD to keep up to date with changes and developments in the areas of law within the specialised field of your department and the matters under your control from time to time.

You will be required to proactively work to maintain an appropriate network of contacts and referrers in order to promote the Company in both their professional and personal life. You will be required to proactively market your services and those of the Company.

Key Skills Required for the Post

The successful candidate will have a minimum of 3 year' experience of Residential Conveyancing. You will be able to handle your own case load from start to finish for residential conveyancing matters, including:

- Sales
- Purchases
- New Build/Development Plot Purchases
- Re-Mortgages
- Transfers of Equity
- Assents

The candidate must be able to work with minimum supervision and will have an enthusiasm for , and background of, proactively marketing the services of the department, and the Company as a whole.

Experience of commercial conveyancing work relating to Partnerships, Partnership Property and Trusts will be an advantage.

In addition to the above, the candidate must demonstrate: -

- Very good overall knowledge and experience of conveyancing work;
- Demonstrable ability over a sustained period of time of successfully running their own conveyancing caseload, including ability to handle all files in a timely and compliant manner, showing a good understanding of what constitutes excellent client care abilities, and being able to provide effective and timely advice in a cost-effective manner;
- Be able to demonstrate they have consistently met, over a sustained period of time, financial, KPI and other targets that have been set;
- Be able to lead by example by consistently complying with the Company's internal instructions, processes and procedures;
- Be able to demonstrate they have effective and confident leadership abilities with an ability to provide support, guidance and assistance to other members of the team, for both fee earners and support staff;
- Have excellent organisational abilities;
- Have demonstrable ability of effective time-management and ability to have autonomy to successfully handle own caseload with minimum supervision;
- Have excellent delegation skills;
- Demonstrable effective and decisive decision-making skills;
- Ability to proactively network and promote the Company internally and externally;
- Demonstrable ability to work with the Head of Department and HR to assess and assist in dealing with situations from a Company-wide perspective.

Main Duties and Responsibilities

The following is not an exhaustive task list, but is indicative of the nature of the work to be undertaken within the conveyancing department: -

1. CASE MANAGEMENT

- Ability to proactively and effectively handle own conveyancing caseload;
- Meeting and interviewing clients to establish the firm's suitability to provide the necessary advice and services, based on the firm's specialism and likely cost;
- Taking client instructions and advising on the law and legal issues relating to the case;

- Drafting letters and documents tailored to the client's individual needs and corresponding directly with clients and opposing Solicitors/3rd Parties, ensuring accuracy of information and grammatical content sent out;
- Negotiating with clients and 3rd Parties to secure agreed objectives;
- Researching and analysing documents and case law to ensure the accuracy of advice and procedure;
- Supervising the implementation of agreements;
- Preparing papers for HMLC/Land Registry, etc.;
- Checking all documentation prior to signing and implementing;
- Taking referrals from other firms of solicitors when a conflict of interest arises or if they have no specialist practitioner available;
- Perform fee earning work accurately, reliably and in accordance with the Company's quality risk management procedures;
- Effectively and proactively co-ordinating work internally with other team members;
- Deputise for colleagues within the department when required;
- Working in a team, sometimes referring cases to the head of department when required;
- Formally delegating and supervising work of other team members;
- Have the ability to assist the Head of Department to conduct annual appraisals and hold 1:1 monthly meetings with team members to proactively work with them to ensure targets are met, that there is control of work in progress, to monitor billing and to maximise recovery of fees for the team as a whole;
- Proactively keep up to date with changes and developments in your area of law via department meetings/courses/updates and ensure compliance with CPD requirements as appropriate;
- Have a very good understanding of SRA Regulations and Compliance responsibilities.

2. COMPLIANCE AND PROCEDURE

The post-holder will need to be able to demonstrate that they have experience of effectively and consistently maintaining excellent levels of file protocol, over a sustained period of time, in relation to the following: -

- Excellent file maintenance;
- Keeping clients updated in an appropriate timely manner;
- Being accessible to clients and 3rd parties;
- Opening and closing files within a timely manner and within the time periods set down by the company;
- Maintaining low levels of outstanding debt on client matters;
- Effective use of Company internal IT systems;
- Excellent compliance with internal procedures for the handling of client monies;
- Consistently maintaining high levels of compliance with Company procedures and practices;

3. KPI's

- Have a proven track record of consistently achieving and maintaining financial, KPI and other Company targets set over a sustained period of time;
- Pro-actively working with the Head of Department in relation to- control of work in progress on your cases and those of your team members,
- Proven track record of ensuring time records are fully maintained so that charges for work can be fully calculated;
- Consistently and proactively monitoring billing and maximising recovery of fees.

4. MARKETING AND NETWORKING

All employees are expected to proactively assist the Company with marketing, including attending marketing and networking events both inside and outside of contractual hours. You will be able to demonstrate an ability and enthusiasm for supporting marketing initiatives, including attending Company functions/net-working events and team-building events where reasonably able to do so.

5. In Addition: -

This post-holder will be expected to undertake any other duties reasonably requested and commensurate with the role and may be expected to work in any department as Company needs dictate.



Person Specification

APPLICANTS PLEASE NOTE:

In order to be considered for short-listing for interview, the candidate will need to evidence on their written job application form that the following criteria has been met. A failure to do so will result in your application being rejected.

Essential Criteria Qualifications & Experience
3 years' minimum experience of successfully and effectively handling own case load in residential conveyancing matters
Have a proven track record of consistently achieving and maintaining financial, KPI and other Company targets set over a sustained period of time
Ability and enthusiasm to proactively supervise and train other members of the team
Be experienced in, and have a good understanding of, Microsoft packages including Excel, Power Point
A full UK driving license (or equivalent) is essential, as is a willingness to travel to client's homes within Lincolnshire and the surrounding borders.

The following criteria will be assessed during the interview process. However, candidates are advised to set out in their application forms why they believe they meet the criteria: -

Knowledge & Skills	Character and Personal Qualities
Have excellent written and verbal communication and presentation skills	Able to solve problems, use judgement, reasoning and respond to a challenge

Ability to prioritise work, multi-task in an efficient and timely manner, and be adaptable when working under pressure	Good interpersonal skills with ability to deal sensitively with clients, colleagues and 3 rd parties
Able to work as part of a team or individually	Have a high level of discretion with confidential matters
Confident to deal directly with clients and 3 rd parties	Have a “can do” proactive and enthusiastic approach to marketing, with a good track record, sustained over a period of time, of effectively assisting with networking and promoting your Company both internally and externally
Ability to be proactive and forward-thinking, identifying improvements for the department	High degree of integrity, protecting client/company/team member information at all times and having an excellent understanding of Data Protection
Ability to proactively supervise, train and monitor other members of the team	Have a positive attitude that inspires a team ethos of working proactively and diligently together and for the company as a whole

The job description covers the current range of duties and will be reviewed from time to time. Hodgkinsons Solicitors reserves the right to change the job description if business need requires it