Hill Twine Solicitors Job Description & Person Specification:

Solicitor

|  |  |
| --- | --- |
| **Job Holder Name** |  |
| **Job Title** | Criminal Defence Solicitor |
| **Location** | Bournemouth, Dorset |
| **Reports To** |  |

|  |
| --- |
| **Summary of Role** |
| Our solicitors work as part of a team with other fee earners and staff, who assist and support each other.  The job holder will provide efficient and effective legal advice, assistance and representation for private and publicly funded clients, maintaining the highest standards of professional expertise and client care at all times. They will run a caseload consisting of criminal defence work and will represent clients at the police station and at court.  The job holder will be expected to make every effort to obtain the best result for the client, consistent with the evidence in the case. They will need to be accessible to the clients and to maintain regular and appropriate contact with them and other agencies as required.  The job holder will be directly responsible to the Directors of the firm in respect of their day to day performance and legal work. |

|  |
| --- |
| **Key Responsibilities** |
| * Provide a full service to clients, no matter how their representation is funded * Provide specialist criminal advice to clients, whether in person, in writing, or on the telephone * Advice clients in relation to funding representation and ensure appropriate funding is in place for all work undertaken * Liaise with the Legal Aid Agency where necessary and assist clients to secure public funding, where appropriate * Representation of clients in all courts and at all types of hearings in which a solicitor has rights of audience, i.e. both in the magistrates’ court and in the Crown Court at appropriate hearings * Conduct litigation for Crown Court cases * Advice and assistance at police stations, as both a duty solicitor and for own clients * Advice and assistance as a duty solicitor at the magistrates’ court * Run cases in the most cost effective way, ensuring that they are billed appropriately and expeditiously * Deal with correspondence and telephone queries, managing the client’s expectations * Interview witnesses * Maintain proper diary systems, including for court dates, key case dates and directions/timetables set by the courts * Produce documents and instructions to brief Counsel * Ensure that cases are conducted in accordance with the professional standards of the Law Society, the Solicitors’ Regulation Authority, the Legal Aid Criminal Contract and Legal Aid Agency guidelines, regulations, and procedure, and the Legal Aid Agency Specialist Quality Mark Standards * Maintain professional excellence by keeping legal knowledge up to date and abreast of changes to criminal law and procedure * Maintain a strong working knowledge of the Legal Aid Criminal Contract provisions, including in relation to billing * Maintain duty solicitor accreditations * Maintain confidentiality and act in accordance with legal professional privilege * Applied knowledge of the firm’s policies, processes, and procedures * Adhere to the client care standards set out in the firm’s terms of business and office manual * Attend meetings and training sessions, as required * Manage own professional development and comply with the training and compliance standards stipulated by the Solicitors’ Regulation Authority, the Specialist Quality Mark, and the Law Society * Use the firm’s case management software for file management and administration, including time recording and billing support * Supervise the work of trainees, paralegals, administrative assistants and others as may from time to time be required.   The job holder will be expected to carry out any other tasks as reasonably delegated to them by the Directors. |

|  |
| --- |
| **Qualifications & Accreditations** |
| * Qualified as a Solicitor of England & Wales, holding the necessary academic and vocational qualifications as required by the Law Society * Admitted to the roll of solicitors and holding a Practising Certificate * Member of the Law Society’s Criminal Litigation Accreditation Scheme |

|  |
| --- |
| **Person Specification** |
| * Ability to work as part of a team * Excellent knowledge of all aspects of the criminal law, procedural, substantive, and evidential * High intellectual ability, including the ability to research and apply knowledge to real life situations * Ability to perform to a high standard under pressure, including the ability to make decision and to advise clients on the course of action considered to be in their best interests * Excellent ability to assimilate information quickly and in pressurised situations * Willingness to recognise own limitations and seek advice from others as and when necessary * Desire to excel challenge oneself in pursuing continuous professional development * To be able to communicate effectively with others face to face, on the telephone, and in writing (dealing with a wide range of people appropriately, including judges, court staff, lawyers, clients, police officers, investigating officers, witnesses, members of the public) * Proven ability to speak in public and to stand your ground and fight for your client appropriately, courteously, and effectively * Willingness to work for people of all kinds and to recognise that all people should be entitled to equal opportunities before the law * Excellent working knowledge of the lower crime and LGFS billing schemes, including in relation to Pages of Prosecution Evidence in the Crown Court * Commitment to developing the firm’s practice * Excellent IT skills, including in relation to the use of word processing software and case management systems |