

Job Description

Job Title Trainee Solicitor

Reporting to Partner

Benefits include Contributory pension scheme, interest-free season ticket loan, death in service benefit, cycle to work scheme, childcare vouchers and 23 days holiday per annum (the holiday entitlement will increase by one day per year, to a maximum of 33 days) plus all public & bank holidays.

Leigh Day & Co is committed to equality and diversity and welcomes applications from all sections of the community. A copy of the Equality and Diversity Policy is available upon request.

Who are we?

Leigh Day & Co is a niche firm of solicitors with 200 staff based in the heart of Clerkenwell. We specialise in the more complex aspects of personal injury and human rights law. We are committed to achieving access to justice for all including full, fair compensation by providing first-rate legal advice. Our first priority is always to clearly understand the needs of our clients as every individual's case has a unique set of circumstances.

The Firm is divided into four Departments:

- Clinical Negligence;
- International & Group Claims;
- Human Rights; and
- Personal Injury.

The Firm has regular social activities. We pride ourselves on our supportive and friendly culture. We are committed to developing people and always encourage them to assume responsibility from an early stage.

Vision and Values

Leigh Day's culture is governed by the following ethos:-

- To continue doing intellectually challenging work on behalf of the “Davids” fighting the “Goliaths” around the world, ensuring that all areas of work covered within the firm are respected and treated with equal commitment;
- To offer legal services of the highest possible calibre, and in accordance with any professional compliance requirements, delivered in a relaxed but not casual environment;
- To maintain sufficient profitability across the firm to provide a decent income for all working in the practice;
- To maintain a reasonable work-life balance, to give people time with family and friends and to enable them to re-charge their batteries.

Our core values will include

- Commitment to our clients
- Integrity
- Diligence
- Best service

Objectives of the position

To provide the Trainee Solicitor with the opportunity to develop, practise and gain experience in:-

- communication skills
- practice support skills
- legal research
- drafting
- interviewing and advising
- negotiating
- advocacy and oral presentation skills
- dispute resolution
- case & transaction management

To gain training and experience in at least three substantive areas of English law, covering both contentious and non-contentious work

To assist the firm in achieving its’ stated professional objectives

Main Responsibilities and Duties

Trainee Solicitors at Leigh Day & Co do not have case loads of their own but work closely with one or more of the senior lawyers in the firm and assist with all aspects of that lawyer's work

- **Client Relations**

To develop and maintain good client relation skills, gaining clients' confidence and that of other professionals

- **Professional Standard**

To work and behave in a professional manner and within the higher standards of the profession

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

Carry out duties given by the partners or employees faithfully and diligently and follow all reasonable instructions

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

Other Responsibilities

To anticipate and where appropriate respond to clients' needs and demands

Sharing of information

To participate in the growth and development of the department/firm

- **Marketing**

To be aware of the firm's marketing strategies and represent the firm creditably in external dealings when required to do so

Training

To keep up to date with developments in law and practice so that standard of work is not compromised

Keep a proper record of all work done and training received

Comply with the trainee's training requirements under the terms and conditions of the training contract and the Law Societies Guide to Authorisation

Attend courses and interviews as required by the Law Society and Training Partner

Information Technology

To maximise the use of IT systems introduced to assist in the management of cases

Wherever possible, to utilise IT to provide a quality, cost effective and efficient service to clients

Performance Measured by

- **General performance and ability**
 - thoroughness, carefulness and technical ability
 - accurate time records and time management
 - efficiency in dealing with work and accuracy of work produced
 - personal development and contribution to the overall objectives of the firm
 - ability to accurately interpret and follow instructions

- **Attitude**
 - willingness, desire to help, flexibility and responsible approach
 - good attendance and time-keeping
 - accepting constructive criticism

- **Communication skills**

Express clearly, concisely and accurately both written and spoken word.

- **Originality**

Use of initiative, sources of ideas and innovations

Person Specification

Skills & abilities	Qualification, knowledge and experience	Character and personal qualities
Ability to manage assigned tasks in an assertive, efficient and timely manner.	A high standard of academic achievement and preferably a 2:1 or better at degree level although all applications will be considered.	Team player with the intellect to solve problems, use judgement, reasoning and respond to a challenge
Adaptable and able to work in a busy environment, along with good IT, strong written & verbal skills.	Works in an organised and methodical manner and has a positive attitude	Ability to deal sensitively with clients and experts Effective communicator
Works well under pressure.		Enthusiasm for and commitment to the type of work we do.