**Job description**

**Job title:** Assistant Solicitor

**Department:** Human Rights (Immigration and Asylum Team)

**Location:** London (with hybrid home working opportunity)

**Reporting to:** Partner

**Hours:** 9:30am to 5:30pm, Monday to Friday.

**Contract:** Permanent

**Salary:** Competitive, provided upon request

**Overall job purpose:**

To conduct cases on behalf of the Immigration and Asylum Team's clients to the highest standards. To assist the firm in achieving its stated professional and commercial objectives.

dealing with the full range of immigration and asylum work, including applications, appeals and judicial reviews, including: Asylum, Citizenship and Nationality, Deportation, Human Rights, Human Trafficking, Immigration Bail, Unlawful Detention, Visas Including for Business, Education, Employment and Visits, and Windrush Status Documentation and Compensation.

**Key duties and responsibilities:**

**General:**

* To obtain accurate information and instructions from our clients, analyse the legal and practical aspects of their claims and obtain the necessary documents/evidence to provide preliminary advice on prospects of success/costs & funding.
* To interview clients and witnesses, draft statements, prepare court bundles.
* To deal with correspondence etc. to move the case forward.
* To brief counsel, attend conferences and court with counsel.
* To analyse and advise on strategy, tactics, and how best to achieve the most successful outcome for each client according to the circumstances of their case.
* To endeavour, where appropriate, to achieve settlement pre-litigation; otherwise, to conduct litigation through to trial or earlier settlement and to deal with post trial/settlement considerations such as costs and enforcement proceedings, and to consider whether any decision should be appealed.
* To enable clients and/or their litigation friends, where a client lacks capacity, to make informed decisions based on advice on legal and other appropriate considerations e.g., costs, funding, and risks of litigation.
* To ensure the timely and effective deployment of others involved in the matter e.g., expert witnesses, counsel, cost lawyer.
* To monitor all aspects of the case on behalf of the client and advise on whether subsequent developments affect views previously expressed.
* To be aware of deadlines in all cases and adhere to time limits, to take necessary steps to protect the client’s position.
* To comply with the Civil Procedures Rules.
* To deal with clients in a sensitive, professional, and compassionate way.
* To identify clients’ objectives and to seek to further them in a manner consistent with all professional and ethical obligations.
* To anticipate as well as to respond to clients’ needs and demands.
* Sharing of information with colleagues.
* To operate a commercially viable practice bearing in mind the firm's client base.
* To participate in the growth and development of the department/firm.

**Key deliverables and performance measures:**

* Conducting matters on behalf of clients to their satisfaction.
* Efficiency in dealing with work and accuracy of work produced.
* Ability to work with initiative, maintaining a flexible and responsible approach.
* Careful file management and the keeping of detailed contemporaneous attendance notes of all work done on behalf of our clients.
* Compliance with time recording requirements and reaching financial targets.
* Knowledge and use of court rules and procedures.
* Personal development and contribution to the overall objectives of the firm.
* Good attendance and timekeeping.

**Person specification**

**Essential**

* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* Qualified lawyer (3+ years with established practice) PQE in Immigration and Asylum.
* Immigration and Asylum Law Accredited (IAAS)
* Demonstrable experience in conduct of judicial review and statutory appeal cases from initial advice through to trial.
* Demonstrable experience in Costing own files
* Demonstrable experience of running a budget and a profitable practice
* Demonstrable experience of managing a large number of cases with limitation/service and court deadlines.
* Demonstrable experience in managing a team ensuring team systems are functioning effectively.
* Demonstrable experience in using a variety of IT packages (MS Word, Excel, Case Management Systems and Outlook).
* Excellent communication skills, demonstrated by ability to communicate accurately, clearly, and concisely, both verbally and in writing.
* Demonstrable experience in working and contributing to a team environment.

**Desirable**

* Experience in dealing sensitively with vulnerable client groups, providing solutions, and managing difficult situations and conversations
* Awareness of the general legal and ethical principles and able to apply those to different situations.
* Experience of crowd funding legal cases.
* Experience of advising and representing clients at all stages