

JOB DESCRIPTION

JOB TITLE: Senior Family Solicitor/Assistant Head of Department

DEPARTMENT: Family

REPORTS TO: Head of Personal Legal Services

BACKGROUND

Gregg Latchams is a national firm providing a wide range of legal services to both personal individuals and businesses. With roots dating back to the 1600's, our headquarters are based in Bristol on prestigious Queen Square.

We are proud of our heritage and the reputation we have earned from always putting clients first. Personal relationships are key to our success and we strive to remain focused on caring for both our clients and our staff as the Gregg Latchams business grows.

Our mantra is simply 'We deliver. We care.' Every member of our team must deliver to the very best of their ability and be prepared to go the extra mile for both colleagues and clients.

With a growing market presence and the support of two sister companies, GL Business Consultancy and GL Integrity Financial Planning, the future of Gregg Latchams is bright and offers exciting opportunities to individuals who share in our vision and drive.

OVERALL PURPOSE OF THE ROLE

To undertake senior level Family law fee earning work, working both independently and with the team.

To develop and maintain excellent relationships with Gregg Latchams current clients as well as contributing to business development and growing the Family law portfolio.

To undertake the role of Senior Solicitor/Assistant Head of Department for the team by supporting the Head of Personal Legal Services, undertaking management tasks and supervising more junior lawyers.

KEY DUTIES AND RESPONSIBILITIES

- To undertake fee earning family work and make a profitable contribution to the team with minimal supervision.

- To maintain existing relations with clients and assist and help develop new relationships with third party referrers.
- To work with marketing on business development plans and marketing strategies to grow the function, attract new clients and build the client database.
- Work closely with other departments within the firm and the London team on cross referring work and clients within Gregg Latchams and other joint projects.
- Advise the family team on complex legal enquiries as the subject matter specialist in family law.
- Supervise and manage the workflow of the more junior lawyers in the team. This includes coordinating billing and other end of month processes.
- Actively look for new ways of working and increasing profit.
- Assist the Head of Personal Legal Services with the day to day administrative and management tasks in the family team. This includes understanding the financials for the family team and the development of budgets and targets.
- Ensure that all processes and practices comply with relevant policies and standards. Complete reports on compliance for the COLP and COFA.
- Analyse workflow and automation opportunities so that the family team can be more productive.
- Be accountable for own development seeking out opportunities to learn new skills to continuously improve. Identify training and networking opportunities for the family team.
- Work in a responsible and safe manner at all times adhering to Health & Safety, safe working practices and firm policies and procedures.

The above list of duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.

PERSON SPECIFICATION

JOB TITLE: Senior Family Solicitor / Assistant Head of Department

DEPARTMENT: Family

REPORTS TO: Head of Personal Legal Services

KNOWLEDGE, SKILLS AND QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILLS & EXPERIENCE:	
Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Have senior level experience in a Family Law practice. • Experience in managing and developing a family team. • Strong organisational skills with the ability to manage deadlines and competing priorities. • Good "hands on" family experience in divorce, finances, separation, children, cohabitation, and pre and post nuptial agreements. • Excellent client facing skills and the ability to nurture existing clients and third-party relationships as well as the ability to help develop new business and assist in networking events. • The ability to prioritise work and to work to strict timescales where required. • Technical proficiency and good IT skills. 	<ul style="list-style-type: none"> • Previous use of case management systems. • Mediation experience. • Financial management of a team/department.

OUR VALUES AND BEHAVIOURS

We are committed to maintaining values at Gregg Latchams Limited which define what we stand for as a firm both now and in the future, and act as a guide in our day to day provision of services to each other and to our clients.

We aim to develop our distinct identity as a firm by building on the strengths, culture and characteristics that will make us commercially successful, distinguish us in the market place and provide an enjoyable place for us to work in and for our clients to receive our services.

Our values, whilst expressing three separate aspirations, also work together and complement each other. They are all equally important.

Enjoy Work – This means we will provide a secure and enjoyable working environment for our staff and our clients.

Build Encouraging and Productive Relationships - This means that we will acknowledge to each person that we work with, whether internal staff or external clients, that their relationship with us is important to the services we provide for each other.

Be Committed to Excellence - This means we will deliver a service to each other and to our clients that exceeds expectations.