



GARDEN COURT CHAMBERS

Deputy Public Law Practice Manager

Job Description

Reporting to: Public Law Practice Manager

We are looking to recruit a Deputy Public Law Practice Manager to join the Public Law team. The public law work covers a broad spectrum of areas from planning and environmental law to immigration detention. Barristers within the team are dealing with high profile and test cases that change the law and seek to make a difference to our society.

The clerking can be complex but presents a great opportunity to develop your knowledge of different court procedures and develop your practice management skills further. There are also great opportunities to identify and build relationships with key clients and assist the Public Law Practice Manager to grow the team further.

1. General Duties:

- a) Learning and understanding the experience and capabilities of the Public Law team and its individual members in depth.
- b) Promoting the team and individual team members with professional clients and other organisations to meet the needs of clients and provide optimum customer service.
- c) Case administration including arranging and booking in cases, conferences and meetings, and accurately recording fair allocation of work.
- d) Liaising and communicating with professional clients and courts, maintaining the highest standards of client care.
- e) Primary management of public law team diary and email inbox, ensuring barristers are aware of commitments and undertaking future booking troubleshooting.
- f) Maintaining effective and efficient procedures to manage responsibilities and ensuring compliance with these.
- g) Negotiating fees and finalising funding for cases including those cases funded privately, by legal aid, CFAs and those requiring costs budgeting.
- h) Working collaboratively across teams assisting the Public Law Practice Manager to shape and achieve the objectives of the team business plan.
- i) Attending team meetings and practice management meetings with individual barristers.

j) Deputising for Public Law Practice Manager and assisting colleagues in other teams when required.

k) Maintaining and developing skills and abilities at a level commensurate with the seniority and responsibilities of the post through a mix of formal and informal learning and training.

2. Business Development

You will be joining chambers at an exciting time, working with the team and individual members to develop business and further team objectives through attending events, networking and developing good relationships with solicitors and other contacts, and assisting in developing opportunities and marketing initiatives together with the Public Law Practice Manager.

Business development duties will include:

- a) Handling existing client portfolio and maintaining excellent communication and loyalty.
- b) Assisting the Public Law Practice Manager to source and act on leads in developing new relationships.
- c) Working in collaboration with marketing staff and clerking team to organise campaigns and events.
- d) Attending events to network with contacts and develop business.

3. Person Specification

Essential

- a) Clerking, paralegal or equivalent experience, including diary management, fees negotiation, confidently liaising with solicitors and court staff.
- b) Calm, patient and flexible approach to work in a very busy environment.
- d) Pro-active and solution orientated approach to working and problem solving.
- e) Written and numerical accuracy, neatness and a methodical approach to work.
- f) Ability to work unsupervised, prioritise tasks and meet deadlines.
- g) Interested in developing knowledge of public law and increasing current awareness within the legal system.
- h) Experience of standard Windows computer software and preferably diary and case management software.

Desirable

- i) Experience of building and developing professional relationships with solicitors.