



Civil Liberties Practice Manager

Job Description and Person Specification

Reporting to: Chambers Director

1. General Duties

- a) Promoting the team and individual team members with professional clients and other organisations.
- b) Understanding and recognising the capabilities of the team and its individual members in depth.
- c) Case administration including arranging and booking in cases, conferences and meetings. Liaising and communicating with professional clients and courts, maintaining the highest standards of client care.
- d) Upkeep of diary, ensuring barristers are aware of commitments and undertaking future booking troubleshooting.
- e) Maintaining effective and efficient procedures and ensuring and taking responsibility for compliance with these.
- f) Negotiating fees and finalising funding for cases including those cases funded privately, by legal aid, CFAs and costs budgeting.
- g) Working collaboratively across teams helping to shape and achieve the objectives of the team business plan.
- h) Attending team meetings and meetings with individual barristers.
- i) 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 Director

of Clerking. Business development duties will include:

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

3. Staff management

- a) Day to day supervision of Civil Practice Team members

4. Person Specification

- a) Clerking or equivalent administrative experience gained in civil law, including diary management, liaising with solicitors and court staff.
- b) Experience in negotiating case fees.
- c) 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) Accuracy, neatness and a methodical approach to work.
- f) Ability to work unsupervised, prioritise tasks and meet deadlines.
- g) Interested in developing knowledge of civil law and increasing current awareness within the legal system.
- h) Experience of standard Windows computer software and preferably diary and case management software.
- i) Some experience of building and developing professional relationships with solicitors is desirable.