



THACKRAY WILLIAMS
JOB DESCRIPTION

Position: Litigation Solicitor
Location: Bromley or Sevenoaks
Reports to: Head of Dispute Resolution

As part of our specialist Litigation Team this is a fee earning role requiring a proven track record in providing quality legal advice and assistance to clients along with being commercially astute. With the ability to deal proactively with a busy caseload which includes contractual disputes, building disputes, property disputes including those relating to boundaries, claims and related issues with commercial and residential rented and leased properties. Working knowledge of the Landlord and Tenant Act 1954 and the Housing Acts is useful. In depth knowledge of the CPR is essential.

With an established caseload from day one the role holder will be required to effectively manage cases through to successful resolution with minimum supervision. The ability to handle issued and pre-issued cases is a must as is the ability to develop existing and new client relationships. Advice given must be accurate and comprehensive and in line with the Firm's risk management procedures.

The department is growing and is an integral part of the future plans for Thackray Williams. As such enthusiasm for business development and marketing is a must, in line with the strategic business plans of the department and the wider firm.

Having a collegiate and collaborative approach to the team and the wider firm is also important.

Main Duties and Responsibilities of the Role

- Running and managing own files, delegating to trainee solicitors and paralegals as appropriate;
- Progress instructions in accordance with established procedures of both good practice and the firm's quality system and risk management processes
- Be fully involved in marketing activities and maintain appropriate professional relationships with referrers and clients
- Interact directly with clients, manage their expectations and meet their deadlines and those set by the court;



- Work in a cross-disciplinary way with other departments within the firm and on a cross-referral basis (promoting the services of teams from across the firm whenever the opportunity arises)
- Introduce new clients to the firm
- Identify and attend appropriate networking opportunities
- Effect financial controls for matters under supervision in conjunction with the Head of Department, complying with the SRA accounts rules
- Organise and maintain tidy and accurate files both in hard copy (where necessary) and electronically
- Play an active role within the team and support other team members during busy times
- Take responsibility for delegated work, ask for guidance in respect of matters that are unclear and report errors which need to be resolved
- Involve support staff in an effective way
- Adopt knowledge-sharing behaviours at team, departmental and firm level
- Comply with the requirements of the SRA's Continuing Competence Statement and identify specific training needs
- Attend appropriate informal and formal training
- Promote the firm's core values and branding
- Undertake such duties and tasks that are appropriate for the role of Solicitor such as changes in information systems and new technology as may reasonably be required

Personal Specifications

- 2-5 years PQE
- Excellent written and oral communication skills
- Excellent IT skills in particular Outlook, Word and Excel
- High quality educational and technical background
- Self-motivated, self-confident and able to work with minimum supervision or secretarial support
- Able to relate to clients at all levels and demonstrate excellent levels of client care
- Good team player with collegiate and collaborative approach
- Able to forge and develop business relationships with an enthusiasm for networking and business development
- Commercial acumen and appreciation of financial fundamentals
- Genuine desire to be involved in the future growth plans for the firm
- An ability to evidence that they meet or exceed our Core Competencies for Fee Earners which will be provided to candidates if they are successfully selected for interview.

Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;



- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies aligned to this role are those are;

- Fostering Teamwork
- Motivational Support
- File Management
- Building Rapport
- Professional Development
- Business Perspective
- Expanding the Business
- Organising and Prioritising

The successful candidate will be expected to evidence that they meet these core competencies during the interview process.

About the firm:

Thackray Williams provide a full range of legal services from offices in Bromley, Sevenoaks, West Wickham and London. Our client base is wide-ranging, from private individuals to property developers, manufacturers, banks, builders and retailers, housing associations, professional services firms and charities.

We set high standards for all members of staff. Commitment to excellent client service is at the heart of everything we do. Our Core Values and Core Competencies define how we want to conduct ourselves and our business, helping us to create a sustainable and profitable firm where people are proud to work and clients love the service.

In return we offer a supportive and fair culture, with open doors and a friendly atmosphere. Wellbeing and Worklife balance are important to us and we strive to be flexible wherever possible.

In a nutshell, we are looking for people who care about the firm, care about the clients and care about their colleagues. We believe that people should enjoy coming to work. We want you to go home in the evening feeling like you have achieved something and made a difference.

We have exciting plans for the future and hope that you want to join us on that journey!