



Residential Property Solicitor/Senior Associate/Partner (Head of West Wickham Residential Conveyancing Team)

Department: Residential Conveyancing
Responsible to: Head of Residential Conveyancing
Location: West Wickham

Role

This is a senior solicitor role with responsibility for leading the West Wickham Residential Property Team. This means line managing the team on a day-to-day basis and being the “go to” person for technical queries and support and guidance. You will also take the lead with complex cases. In addition, you will be responsible for managing a caseload of conveyancing cases to a high standard. To manage the transactions pro-actively through to exchange and completion while ensuring exceptional levels of client care.

The department is well established and is an integral part of the future plans for Thackray Williams. As such there will be a requirement to develop existing relationships with clients and external sources such as estate agents whilst contributing towards the successful development of the department in line with the business plan.

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

Required knowledge and experience

The successful candidate will have at least 7 years PQE and be currently working as a Residential Property Solicitor with experience of leading a team and managing high caseloads with a positive and enthusiastic attitude. The successful candidate will ideally have an established profile and client following in West Wickham or Bromley and/or its surrounding regions.

The ideal candidate will have built up client and referral relationships in the Bromley area and have demonstrable experience of business development. They will have an excellent track record or client service (with associated reputation). They should be capable of holding a full case load and have a desire to assist the firm in building its reputation in the Bromley area and expanding our client base. Excellent communication and client service is a necessity. We will consider Senior Associates and Partners who are keen to show that they can build upon our already established Residential Conveyancing offering in West Wickham.

We expect the successful candidate to have good team working and collaborative skills. We expect to see client care at the centre and for our lawyers to have a commercial approach to their work.

[Bromley](#)

[London](#)

[Sevenoaks](#)

[West Wickham](#)



Responsibilities

- Process instructions in accordance with established procedures of both good practice and the firm's case management system
- Deliver strong client service through effective communication with clients and pro-active management of cases
- Develop, mentor and manage the team of conveyancers and legal assistants
- Be the technical expert for the West Wickham team with the ability to handle complex cases
- Lead in marketing activities and maintain appropriate professional relationships with referrers, etc
- Effect financial controls with particular regard to accurate preparation of completion statements and bills and the effective collection of monies on account
- Ensure confidentiality and security of all firm and client documentation and information
- Adhere to firm and SRA risk and compliance practices
- Supervise the work of any support staff reporting to him/her
- Promote and support the firm's core values and branding
- Assist in the development and marketing of the firm in line with the contents of the business and departmental plans
- To provide a profitable contribution to the work of the department, meeting and exceeding billing targets

Person Specification

- Qualified Solicitor, with a minimum of 7 year's PQE or equivalent with proven experience
- Experience of working with case management systems
- Experience of leading people
- Excellent technical knowledge and ability to manage complex cases
- Excellent organisational skills
- Confident and approachable manner
- Self-sufficient and able to work with minimum supervision
- Ability to relate to clients at all levels and demonstrate excellent levels of client care
- Good team player with collegiate and collaborative approach
- Excellent communication skills
- Ability 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
- Must be able 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.
