

RJR Solicitors

Family Executive



Applications by way of CV and covering letter to:

Email: mark.samuel@rjr.co.uk

or

FAO Mark Samuel

RJR Solicitors

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Newport

Isle of Wight

PO33 2AP

JOB DESCRIPTION

Title of Post	Family Executive/Junior Family Lawyer
Line Manager	Mark Samuel
Place of Work	Based at Newport Office
Hours per Week	35 Hours
Annual Salary	£24,000 - £30,000 a year (depending on qualifications & experience)

Introduction

RJR Solicitors (previously 'Robinson Jarvis & Rolf) is one of the oldest continuously-established law firms on the Isle of Wight. The company was originally founded in 1902 by John Robinson in Ryde.

The firm is the one of the largest locally-owned legal firms on the Isle of Wight and currently employs 27 people based in three offices in Ryde, Newport and Freshwater. RJR legal services covers all aspects of Residential Property, Commercial Law, Wills & Probate and Family Law.

RJR's reputation and longevity has always been founded on its ability to deliver the highest quality legal services on the Isle of Wight in a cost-effective way. New staff are expected to embrace these values as the firm continues to develop to meet new challenges.

Staff with experience but lacking formal legal qualifications are encouraged and supported to obtain them, eg CILEX.

Role Summary

The Executive/Junior Lawyer will be responsible for undertaking family casework covering: divorce; private children; financial remedy, injunctions and some local authority children work.

Main Responsibilities

1. To undertake client work (under appropriate supervision) relating to family law (divorce; private children; financial remedy, injunctions and some local authority children work) in accordance with rules of professional conduct and procedures set out in the departmental manual.
2. To assist other fee earners within the Family Department by attending Court, drafting witness statements,, instructing counsel, liaising with clients, making applications for legal aid.
3. To adopt efficient working practices that will help ensure that commercial targets are achieved or surpassed.
4. To attend, on request, departmental meetings and training sessions and make a positive contribution to them.
5. To be familiar with, and ensure the effective practice of, office health & safety regulations.
6. Any other duties as may reasonably be required by the Head of Department.

Key Tasks (relating to above Responsibilities)

1. To deal with the day to day conduct of their own files to include: specifically to conduct client interviews, take instructions, offer advice, undertake legal research & analysis, conduct negotiations, draft & revise documents and undertake other such tasks as may be appropriate to the area of work. Including to appear as an advocate in the Family Court and to instruct counsel or other members of the department for hearings as appropriate.
2. To be responsible for time recording, billing matters and recovering costs & disbursements in line with in-house policy and guidelines.
3. To maintain and manage files in line with in-house policy and guidelines and any appropriate professional regulatory requirements and to comply with Legal Aid regulations and guidance.
4. To make full use of the case management system and other applicable software.
5. To ensure that a high standard of professionalism and client care is maintained at all times.

Desirable Qualities

1. The successful candidate will have experience in a similar role or demonstrable knowledge of family law that will enable them to be trained within a short period.
2. The successful candidate will possess high professional standards.
3. The successful candidate will be conscientious, resourceful, flexible, and thrive in a fast-paced working environment.
4. The successful candidate will possess good interpersonal skills and analytical abilities as well as a good sense of commercial awareness.

5. The successful candidate will be highly literate, numerate and computer literate (and, in particular, familiar with Microsoft Word, Outlook and Excel).
6. The successful candidate will have the ability to operate with limited secretarial support.
7. The successful candidate will be a car driver with access to a car to visit branch offices / court as required.
8. The successful candidate will be living in, or willing to relocate to, the Isle of Wight.