

**JOB DESCRIPTION**

<b>Job title: Legal Advisor/Conveyancer</b>
Department: Residential Conveyancing
Location: Swansea
Salary: Competitive rates of pay
Contract: Full time, Permanent

<b>ROLE PURPOSE</b>
To provide a quality service to the Firm’s clients to meet the needs of the Residential Conveyancing department and help it achieve its financial and other targets
To develop expertise in your specialism
To contribute to the success of the firm in line with personal objectives and the business plan

<b>REQUIRED SKILLS and EXPERIENCE</b>
Experience of running own conveyancing caseload
Professionalism and courtesy with clients and colleagues
Ability to handle pressure.
Self-management, problem solving and initiative
A good working knowledge of Microsoft Word and Outlook
Good communication skills
Supervisory Skills
Business Development skills
Ability to prioritise workloads and work within deadlines
Experience using data management systems

<b>SUCCESS MEASURES</b>
As set out in the current balanced scorecard documentation and your performance objectives
Efficient running of Conveyancing cases using the Firm’s systems and adhering to the Firm’s policies

<b>MAIN DUTIES AND RESPONSIBILITIES</b>
<b>Leadership and Values</b>
To demonstrate the Firms values in dealings with clients and colleagues alike
<b>Financial</b>
To record all chargeable and investment time
To complete client work efficiently to contribute to the Department revenue targets
To manage client expectations for costs and seeking to recover the maximum fees possible, minimising write off

<b>Business Growth</b>
To contribute specialist content to Legal Updates
To attend networking events, and speak at conferences
To seek opportunities to cross sell across the firm
<b>People Skills</b>
Supervision of fee-earning work undertaken by more junior colleagues.
To support and develop immediate support employees and more junior colleagues.
To establish and maintain effective working relationships with co-workers, supervisors and the general public.
<b>Client Focus</b>
To ensure that Red Kite is easily accessible to clients; in terms of availability to meet and speak with clients and through the use of jargon free language in written communications.
To comply with the Firm's client care charter as amended from time to time
To develop business relationships with key clients and referrers of work
<b>Service Delivery</b>
To manage a full caseload
To progress matters expeditiously and to the best of your ability to secure the client's desired outcome
To ensure that the client is kept regularly informed on progress and costs.
To build a reputation for specialist expertise
To use existing precedents and contribute know how to the Firm's precedents
<b>Compliance and Risk</b>
To escalate any issues arising in client matters for which you are responsible, to a higher level if it is outside of your level of experience
Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
To comply with all office supervision systems and procedures as set out in the Staff Handbook.
To meet annual CPD requirements

You may be requested to undertake other reasonable duties as they arise.

Contact: HR Executive, Nichola Stewart on 01646 683222 or by email: [Nichola.Stewart@redkitelaw.co.uk](mailto:Nichola.Stewart@redkitelaw.co.uk) for more information.

We are an equal opportunities employer

Last reviewed October 2020