Job Description and Person Specification

Commercial Lawyer (Junior)

July 2014

**Responsible to:** Partner, Commercial

**Responsible for:** N/A

**Job Purpose Statement:**

To manage their own caseload whilst assisting in the provision of expert legal support and advice to clients.

**Main Duties and Responsibilities:**

* To undertake fee-earning work and to manage all client work in accordance with the detailed procedures and quality standards as laid down by Viberts and any applicable regulatory body.
* Provide advice to clients in respect of all matters relating to the department.
* Meet new clients and take instructions.
* Draft emails, letters and legal documents, including contracts, minutes of board meetings, etc.
* Prepare for court hearings as required, including preparation of briefs for Advocates and necessary bundles and paperwork as required by the Court.
* Manage own files and more complex cases with minimum supervision.
* Provide advice and support to legal assistants and administrative support when requested.
* To ensure that all client work is progressed expeditiously and that the client is kept informed of the progress of the matter.
* To help source, secure and develop new client relationships and retain and improve relationships with existing clients and external organisations.
* To contribute towards activities which enhance the firm’s image and reputation in the community, and actively promote the services of the firm, its image and its people.
* Publish articles and conduct or attend seminars as requested for training, marketing or business development purposes.
* To take a proactive interest in all aspects of the firm, making recommendations and enact upon change where required for the good of the business.
* At all times to exercise high standards of client care in a professional and courteous manner.
* To ensure the confidentiality and security of all of Viberts’ client documentation and information
* To achieve agreed billing and time recording targets.
* To liaise with credit control regarding client matters as appropriate.
* To deal with other tasks as assigned from time to time by the partners.

**Person Specification**

**Qualifications and Professional Memberships**

* Be a fully qualified lawyer (Jersey or Commonwealth).
* Excellent academics (minimum 2:1 degree).

# Previous Work Experience

* NQ+ with strong experience in one or more of the following areas: banking, finance, funds, trusts, corporate and/or commercial.
* Experience of providing excellent, accurate and timely advice and support to clients.

# Technical Competence and Knowledge

* An understanding of Jersey law both in principal and practice.
* Excellent drafting skills.
* Ability to carry out legal research relevant to practice area.
* High level of literacy and numeracy.
* Able to take initiative within the workplace.
* Able to work autonomously but within a team.
* Competent user of Microsoft Office packages (Word, Excel) and ability to learn other relevant software packages as required in the role.
* Ability to deal sensitively and professionally with clients at all times.

# Special Requirements

* The role holder must be willing to show flexibility in working hours, such as working evenings and even weekends during times of peak workload.
* To actively take part in the Viberts performance management process including annual appraisals with their line manager/Partner.
* To undertake, when requested by their line manager/Partner, additional reasonable tasks and responsibilities not outlined above in order to support the success and continuing performance of their department and the firm.
* To be flexible and willing when carrying out tasks as part of their role including those outlined above.
* To abide by the firm’s health and safety procedure when carrying out all tasks as part of their role, and to ensure a safe working environment for themselves, their colleagues, and clients of the firm.
* To abide by the firm’s confidentiality agreement when carrying out all tasks as part of their role.