

JOB DESCRIPTION

Role	Fee Earner (Commercial Property) <hr/>
Reports to	Business Head <hr/>
Line Management	Secretarial/Support Staff (if applicable) <hr/>
Primary Purpose	To support the continued growth and success of the Commercial Property team by delivering high quality legal services, managing a complex caseload independently, supervising support staff, and contributing to business development and client relationship management. <hr/>

Key Responsibilities (Specific)

1. Client Service and Technical Delivery:

- Deliver a high quality, commercially focused and cost-effective legal service to meet client expectations.
- Manage a complex caseload including commercial leases (landlord and tenant), acquisitions and disposals, conditional contracts, overage and option agreements, property finance and development matters.
- Provide clear, pragmatic advice with strong commercial awareness.
- Communicate effectively with clients regarding progress, costs and outcomes.
- Demonstrate flexibility in the range of work undertaken.

2. Autonomy and Matter Management:

- Manage files independently with minimal supervision and take full responsibility for outcomes.
- Ensure efficient progression of matters in line with firm standards.
- Maintain accurate time recording and billing in accordance with firm policy.
- Use case management systems effectively and operate within a paperlite environment.

3. Supervision & Team Contribution:

- Supervise, mentor and support secretarial and junior staff.
- Delegate work appropriately while maintaining oversight and quality control.
- Contribute to team development and work collaboratively within the department.
- Attend and contribute to team and group meetings.

4. Business Development & Networking:

- Actively participate in business development and networking activities.
- Build and maintain relationships with clients, agents and professional referrers.
- Generate new work and develop existing client relationships.
- Support the growth and profile of the Commercial Property team.
- Leverage and develop an existing client following where applicable.

Key Responsibilities (General)

5. To ensure full compliance with all the Firm's policies including:-

- Quality Policy
- Matter Management - The Basics
- Billing Control Policy
- Time Recording Policy
- Confidentiality Policy
- Data Protection Policy
- Money Laundering Policy
- Complaints Policy
- Risk Management Policy
- Health & Safety Policy
- Holiday Policy
- Such other Policies as the Firm may from time to time include within the Staff Handbook or may otherwise introduce.

6. To comply at all times with relevant Professional Obligations including those laid down from time to time by:-

- The Solicitors Regulation Authority
- The Financial Conduct Authority

7. To comply at all times with the SRA Accounts Rules and if aware that your actions may have breached these Rules to notify the COFA to this effect without delay.

8. To be aware of your obligations under the SRA Codes of Conduct to seek to comply with those obligations and if aware that your actions may have breached the Codes to notify the COLP to this effect without delay.

9. To ensure that your individual or Group fee target is achieved. To manage billing, work in progress and cash collection effectively. Adopt a commercial approach to matter profitability.

10. To take all reasonable steps to avoid negligence. If any circumstances arise which might give rise to a claim being made under the firm's Professional Indemnity Insurance Policy then to notify the Managing Partner immediately and thereafter to cooperate fully with the Managing Partner in the handling of any claim.

11. To make full use of Case Management and other computer systems including the use of the keyboard to directly input data onto the computer system.
12. To assist with the marketing of services provided by the Firm.
13. To contribute to the Group to assist in the development of all Fee Earners within the Group and to attend Group Meetings when held.
14. To maintain and develop your professional knowledge and (where appropriate) to ensure compliance with the Law Society's minimum requirements from time to time re: Continual Professional Development.
15. To attend and contribute to team meetings and provide input on enhancing the Firm's quality standards.
16. To carry out any other duties that might reasonably be requested from time to time by your Team Leader, Business Head or Partner of the firm.

Consults with/
is consulted by

Business Head and Support Staff