

IMD SOLICITORS

JOB DESCRIPTION

<u>Job Title:</u>	Solicitor in the Commercial and Corporate Department
<u>Job Location:</u>	111 Piccadilly, Manchester, M1 2HY
<u>Job type:</u>	Full-time
<u>Working hours:</u>	9:00 - 17:30; Monday to Friday (flexible hours)
<u>Reports to:</u>	Head of Department, Partners

Overview of the Company

IMD Solicitors LLP are an expanding, full service law firm with a strong focus on international business and a large portfolio of multicultural clients.

We offer an enjoyable and rewarding working environment in a friendly team. We understand that success starts with our people and are committed to our staff, recognising the importance of the continued professional development and appropriate level of supervision and guidance.

We pride ourselves on providing high-quality legal services as well as outstanding client care to all of our clients.

Job Purpose

Practicing out of a desirable central Manchester location, you will help our clients' businesses, large and small, grow and thrive by providing high quality legal advice and support.

You can expect to be involved in a wide range of commercial and corporate matters ranging including, contract advice, cross-border litigation, business restructuring including shareholder disputes to name a few.

You will see your knowledge expand and will be provided with support and supervision throughout.

Key Duties and Responsibilities:

As part of your role you will be expected to undertake a number of duties and responsibilities. Whilst you may be expected to undertake other duties from time to time, the list below, which is not intended to be exhaustive, of your key duties and responsibilities is as follows:

Client Relations

- Providing high quality legal services;
- Complying with the firm's policies and procedures on responding to clients;
- Developing and maintaining good client relationship skills, gaining the confidence of clients and other professionals;
- Advising clients in a professional manner and ensuring that the advice given is accurate and in line with current legislation;
- Keeping clients updated at regular intervals throughout the life of the case;
- Dealing with client complaints in compliance with the firm's policies and procedures

- Ensuring that your personal, the department's and the firm's Net Promoter Score at all times exceeds the minimum value as set by the firm;
- Working to the firm's KPIs on client satisfaction.

Case Management

- Providing quality advice to the clients;
- Ensuring that the work produced is at all times at the highest standard;
- Attending meetings with clients and third parties;
- Drawing up various advices to clients;
- Drafting contractual and other legal documents;
- Advising on and providing legal support in a wide range of commercial and corporate contentious and non-contentious matters;
- Drafting various court documents;
- Representing the clients in court and tribunals where required;
- Managing your diary in an efficient manner;
- Ensuring that all deadlines are met;
- Ensuring that all cases are progressed in a timely manner;
- Following partners' instructions and assisting partners where required;
- Working in a team;
- Delegating in an efficient manner and providing feedback to junior members of the team;
- Dealing with new client enquiries;
- Otherwise complying with the firm's KPIs.

Personal Training and Development

- Keeping up to date with legal developments;
- Conducting individual research;
- Identifying and addressing any training needs;
- Attending training course and reading materials;
- Maintaining and updating continuing competency record.

Business Development

- Participating in the growth and development of the department and the firm;
- Managing key clients;
- Attending various networking events;
- Attending clients for the purposes of developing client relationships;
- Complying with the firm's KPIs on new business and case conversion.

Other Key Duties

- Working and behaving in a professional manner and to the highest standards of the profession;
- Treating the clients and other staff members with respect;
- Reflecting the firm's values in work and communication;
- Complying with legal procedure, the SRA code of conduct and any updated guidance as may be published by the Law Society or the SRA from time to time;
- Ensuring that conflict and anti-money laundering checks are carried out on all cases where you are the fee earner;
- Reporting to COFA/MLRO any suspicious activity immediately;
- Reporting any potential compliance issues to COLP immediately;

- Reporting any potential breaches of compliance with data protection legislation to DPO immediately;
- Answering the telephone;
- Recording all chargeable hours;
- Supervising and mentoring more junior members of the team;
- Participating in team meetings and team activities;
- Complying with the firm's policies and procedures;
- Achieving KPIs as set by the firm for your role;
- Others as may be required from time to time.

Key Requirements

You will be a Solicitor qualified in England and Wales with a minimum of 2 years PQE who is keen to progress in and develop your career.

You will have strong legal and interpersonal skill with a broad range of knowledge and experience within a commercial or a corporate practice.

You will have strong organisational skills and will be a tenacious and passionate individual, committed to delivering excellent service.

Key Results

Solicitors at every level must be able to show a track record of achieving their contribution to the firm's targets and performance indicators. Key performance is measured and targeted in respect of the following:

- Fee contribution;
- Utilisation;
- Recoverability;
- New business acquisition and/or client conversion;
- Client satisfaction.

Reporting to

You will report to the Head of Department and otherwise to the Partners.