



## SALARIED PARTNER JOB DESCRIPTION

### Date of Issue:

**Reports directly to:** Equity and Fixed Share Partners

**Job Summary:** Salaried Partners are required to; conduct themselves as highly professional advocates of the Firm at all times both during and outside of contracted office hours, undertake casework commensurate with their level of seniority, to achieve and maintain an appropriate profile such that they are recognised for their expertise and standing in the Firm. To deliver accurate, timely and efficient fee earning work to clients with a high degree of skill and care whilst ensuring an excellent level of service at all times.

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### Main Responsibilities

- To display appropriate leadership and management skills and to support the effective management of both the staff and the Firm generally
- To comply with and give full support to Managers in respect of upholding the policies and procedures of the Firm
- To consistently achieve billing targets and to monitor own fees against target
- To ensure effective and appropriate people management skills
- To give advice, guidance and mentoring to junior lawyers, trainees and paralegals within the department and generally
- To process transactions in a timely manner and effect financial controls for matters under your supervision in accordance with departmental procedures including timely and effective management of debtors
- To consistently demonstrate a high level of competence in file management procedures including client care, fee estimates, time recording, prompt and regular billing, obtaining funds on account, collecting outstanding disbursements and rendering timely interim bills (as appropriate)
- To monitor work in progress and ensure clients are kept informed
- To ensure that the highest level of professional standards and client care are maintained at all times
- To maintain conducive working relationships and effective supervision of and delegation to support staff and to liaise with the Office Manager as appropriate
- To maintain an effective diary system in liaison with support staff
- To build and maintain respectful and conducive working relationships with clients, colleagues and other associated third parties
- To actively initiate and maintain relationships in order to obtain new clients and to maximise business opportunities with existing clients and to maximise potential cross selling opportunities across the Firm
- To be proactive in identifying new marketing and networking opportunities and to attend events as required
- To ensure that any work/matter related issues that may detrimentally affect the Firm, are brought to the immediate attention of the Head of Department.
- To ensure positive and professional representation of the Firm at all times
- To undertake all training as required by the Firm and CPD
- To act as an ambassador for the Firm both professionally and personally

- To lead by example by supporting and upholding the policies and procedures set down by the Firm.
- To conduct oneself, at all times, in a professional manner as expected of a very senior member of staff
- To contribute to and support the management and running of the department
- Any additional duties that may reasonably be required

### **Knowledge, Experience and Skills required**

- Appropriate level of post qualification experience
- A high level of competency and experience in the relevant area(s) of law
- Ability to manage a complex caseload effectively
- Appropriate leadership, management, supervisory and mentoring skills
- A high degree of professionalism
- High standard of written and spoken English
- Microsoft Office skills (Word and Excel as required for the role)
- Ability to work effectively as part of a team as well as working on own initiative
- Good organisational and communication skills
- Adaptability and flexibility