



## Humphries Kirk Solicitors Job Specification

Seeking a full time **4yrs+ PQE Residential Property Lawyer (Solicitor or Chartered Legal Executive)** to be based in the **Residential Land Department** at our **Wareham** office.

### Candidate Profile:

The successful candidate will be a 4+ years' PQE Solicitor or Chartered Legal Executive with good overall working knowledge of Residential Property and Land Law. Candidates must have previous experience of managing a full caseload from instruction to post-completion. There will be access to the knowledge of several highly experienced Land Solicitors and Partners based at other offices, but as this role will be the most qualified member of a small team, candidates must possess the necessary skills and expertise to provide guidance to support staff and less experienced Fee Earners within the team, as and when required. There are excellent opportunities for career progression for the right candidate.

The main duties are set out in the job description.

At Humphries Kirk, we believe that a conducive working environment is vital to the wellbeing of everyone we come into contact with on a day to day basis. Therefore, when sourcing new colleagues, as well as looking for the appropriate competencies required to the role, we also look for individuals aligned to our Values which are: Accountability, Continuous Improvement, Excellence, Honesty & Integrity, Mutual Respect and Teamwork.

<b>ESSENTIAL Knowledge, Skills and Experience</b>	<b>DESIRABLE Knowledge, Skills and Experience</b>
+4 years PQE Solicitor or Chartered Legal Executive with good overall working knowledge of Residential Property and Land Law.	Supervisory/ mentoring experience
Ability to work to targets and deadlines and time record	Business Development experience (including social media)
Ability to network and market the Practice	Local connection to the area
Ability to work as part of a team and provide guidance to other team members	Understanding of Commercial Law
Working knowledge of Microsoft Office	
The ability to utilise case management and digital dictation software	
Excellent written and spoken English	
Good time management and organisational skills	
High level of initiative	
Reliable and conscientious	
Good communication skills	
A high degree of professional integrity	
Pleasant demeanour	
Own transport (car)	

Annual salary:                    Attractive negotiable package (dependent upon competency and experience level)  
Hours:                                Monday to Friday 9 -5.00pm with a 1 hour lunch break (35 hours per week).  
Holidays:                            25 days plus 8 bank holidays (plus a half day of for birthday)  
Other benefits include:        Contributory pension scheme, Discretionary Bonuses, Life Assurance, Health Cash Plan