



**Humphries Kirk Solicitors  
Lawyer Job Specification**

Seeking a full time **Property Lawyer** to be based in the **Residential Land Department** at our **Swanage Wareham** office.

**Candidate Profile:** You will be a Solicitor, Chartered Legal Executive or Licensed Conveyancer with good overall working knowledge of Residential Property and Land Law. You should have previous experience of managing a full caseload from instruction to post-completion and will therefore be familiar with time recording and working to targets. You will also have the ability to network in order to promote the practice. There are excellent opportunities for career progression for the right candidate. The main duties are set out in the job description.

When sourcing new colleagues, as well as looking for the appropriate competencies in relation 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>
Solicitor, Chartered Legal Executive or Licensed Conveyancer, with good overall working knowledge of Residential Property and Land Law.	Business Development experience (including social media)
Ability to work to targets and deadlines and time record	Local connection to the area
Ability to network and market the Practice	
Ability to work as part of a team and provide guidance to other team members	
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 9.00-5.00pm with a 1 hour lunch break (35 hours per week).  
 Holidays: 25 days plus bank holidays (plus a half day of for birthday)  
 Other benefits include: Contributory pension scheme, Discretionary Bonuses, Life Assurance, Health Cash Plan, opportunities for remote working (after probation).