

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Lawyer (1-4 years pqe)
<b>DEPARTMENT:</b>	Dispute Resolution and Contentious Probate
<b>OFFICE BASE:</b>	Ashford
<b>REPORTING TO:</b>	Head of Department

**MAIN JOB PURPOSE:**  
 Responsible for dealing with matters of contentious probate and providing general litigation services to the Firm's clients.

- KEY JOB RESPONSIBILITIES/DUTIES:**  
 To undertake a wide variety of general litigation services including:
- Commercial and residential landlord and tenant
  - Professional negligence
  - Building disputes
  - General contract
  - Partnership disputes
  - Debt recovery
  - Insolvency (Corporate and personal)
  - Inheritance claims
  - Challenging /Contesting a will (claiming and defending) – ACTAPS membership an advantage
  - Inheritance Act Claims
  - Rules of Intestacy
  - Financial Provision for Dependents
  - Invalid Wills
  - Probate Disputes
  - Removal of Executors
  - Property Issues
  - Compliance with the firm's routine time recording, accounts and administrative disciplines;
  - Attending Litigation department meetings and such training as necessary and approved by the Head of Department, in order to deliver a proper standard of service to the clients
  - Play an active role in sustaining and developing the Litigation department by networking and participating in the Firm's marketing events.

- GENERAL OBJECTIVES:**
- To agree clear objectives linked to the Firm's business plan and participate in the performance management system, assessing performance and giving feedback as relevant.
  - To have a personal development plan and evaluate the effect of training on achievement.
  - To clearly identify the standards and systems required to continually improve our customer service
  - To comply with all the Firm's relevant policies and procedures
  - To ensure confidentiality on all appropriate matters and recognise that any breach of this confidentiality will be treated very seriously.

June 2023

Signed ..... Date .....