

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Solicitor
<b>DEPARTMENT:</b>	Dispute Resolution
<b>OFFICE BASE:</b>	Ashford
<b>REPORTING TO:</b>	Head of Department
<b>MAIN JOB PURPOSE:</b>	
Responsible for the provision of litigation services to the Firm's clients.	
<b>KEY JOB RESPONSIBILITIES/DUTIES:</b>	
To undertake a wide variety of general litigation services including:	
<ul style="list-style-type: none"> <li>• Commercial and residential landlord and tenant</li> <li>• Building disputes</li> <li>• Professional negligence</li> <li>• General contract</li> <li>• Partnership disputes</li> <li>• Debt recovery</li> <li>• Insolvency (Corporate and personal)</li> <li>• Inheritance claims</li> <li>• Challenging /Contesting a will (claiming and defending) – ACTAPS membership an advantage</li> <li>• Inheritance Act Claims</li> <li>• Rules of Intestacy</li> <li>• Financial Provision for Dependents</li> <li>• Invalid Wills</li> <li>• Probate Disputes</li> <li>• Removal of Executors</li> <li>• Property Issues</li> <li>• Compliance with the firm's routine time recording, accounts and administrative disciplines</li> <li>• Attending Dispute Resolution 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</li> <li>• Play an active role in sustaining and developing the Dispute Resolution department by networking and participating in the Firm's marketing events.</li> </ul>	
<b>GENERAL OBJECTIVES:</b>	
<ul style="list-style-type: none"> <li>• 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</li> <li>• To have a personal development plan and evaluate the effect of training on achievement</li> <li>• To clearly identify the standards and systems required to continually improve our customer service</li> <li>• To comply with all the Firm's relevant policies and procedures</li> <li>• To ensure confidentiality on all appropriate matters and recognise that any breach of this confidentiality will be treated very seriously.</li> </ul>	

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