

JOB DESCRIPTION

Job Title: Solicitor, Edinburgh

Reporting to: Partner(s)/Associates

Department: Dispute Resolution



1. Job Purpose

The post holder will join a busy DR team which deals with a range of commercial disputes across a number of areas including insolvency (personal and corporate) matters, group litigation, contentious IP, real estate litigation and reputation management.

The post holder will be expected to work on a broad case load of commercial disputes, principally in the above areas. They will also be expected to provide support in any other areas of work the team is instructed in. They will be expected to take on cases both as the fee earner with responsibility for progressing matters on a day-to-day basis, and as a fee earner providing support to colleagues with day-to-day responsibility.

2. Scope and Range

Post covers acting for commercial and individual clients across Scotland, the UK and internationally.

• Key Responsibilities

- To handle a varied caseload of civil and commercial disputes in accordance with client protocols, with an appropriate level of supervision.
- To build excellent relationship and client handling skills, being able to deal confidently and professionally with clients in order to gain and maintain their confidence. Demonstrate knowledge commensurate with experience.
- To be well organised keep track effectively of their tasks and carry them out promptly and efficiently.
- To seek input and assistance from colleagues in a timely way, promptly and in a manner and format which is respectful of colleagues' time and avoids delay in progressing matters.
- To seek to identify potential risks to clients and the firm and manage them proactively, seeking timely input and assistance from colleagues so as to mitigate risks when they arise.
- To endeavour to deal with clients in a manner which demonstrates emotional intelligence and empathy.
- To deal promptly with requests for legal advice from current and potential clients and BTO colleagues and provide high quality, practical advice in accordance with the firm's protocols for the approval of advice before issue.
- To demonstrate a clear, commercial, plain English communication style and tailor communications to the audience to whom they are addressed; and to seek to improve and refine their communication style.
- To demonstrate attention to detail in preparing high quality reports to clients, written submissions, court documents and letters, generally free of minor errors and in accordance with the firm's styles.
- To communicate promptly and courteously with clients, colleagues (both fellow fee earners and business support colleagues), other solicitors, Counsel, experts, the Court and any other individuals with whom they have professional dealings.
- To set a positive example to colleagues in the office, demonstrating politeness, courtesy and professionalism to colleagues of all levels, and listening actively when spoken to.
- To assist with supervision of departmental paralegals, more junior solicitors (if any), trainees and other support staff as appropriate.
- To demonstrate rigour in the prompt billing of work in progress and the collection of fees.
- To support internal procedures and systems including case management and time recording.
- Maintain high standards of professional conduct whilst delivering against agreed fee earning targets.

- To participate in team meetings.

Business Development

- To demonstrate an enthusiastic approach to business development to promote the department, client relationships, networking and marketing.
- To endeavour to identify opportunities to attract additional business from new and existing clients and other third parties; and to cross-sell the services of colleagues across the firm.

Personal Development

- To agree clear personal development objectives with their supervisors and strive to meet them enthusiastically.
- To keep up to date with developments in court procedure, ADR and law developments, particularly in relation to law that is relevant to the practice areas in their workload and/or personal development objectives.
- To maintain continuing professional development activities including recording CPD hours in line with Law Society requirements.

3. Communications and Relationships

The post holder needs to build relationships with clients, colleagues and other professionals. They must act as a positive ambassador for the firm in their dealings with others. They must strive to demonstrate excellent communication and client relationship skills and continue to develop such skills. They must always demonstrate professional behaviours in a manner consistent with their status as a solicitor and an officer of the court and BTO's own ethos and ways of working.

4. Most Challenging part of Job

Managing a varied case load in a complex area of law with challenging targets within a busy office environment. The dispute resolution team provides a broad range of support to a diverse client base. Meeting tight deadlines and often carrying out work at short notice including court and tribunal appearances. Demonstrating resilience in a fast changing, high pressure environment, when dealing with clients who may be dealing with emotionally charged and challenging circumstances and when being coached and directed by senior colleagues.

• Knowledge, Training and Experience Required

Essential:

- Educated to Degree level in Law with Practising Certificate issued by the Law Society of Scotland.
- A good understanding of the litigation process.
- Good technical skills.
- Commercial awareness.
- Strong client focused approach with the ability to translate complex legal arguments and relay clearly to clients.
- Well-developed interpersonal skills with the ability to build strong relationships with clients and other team members.
- High levels of initiative and motivation.
- Excellent communication and organisational skills.
- Good experience with all aspects of Microsoft Office.
- Strong business development skills.

Desirable:

- Understanding of/interest in real estate law.
- Understanding of/interest in corporate law.
- Understanding of/interest in IP law.
- Experience of acting in disputes.
- Experience of Sheriff Court and Court of Session procedures.
- Emotional intelligence and empathy.

7. Job Description Agreement Job Holder's Signature & Date: Head of Department Signature & Date:
February 2024