



## JOB DESCRIPTION

**Job Title: Solicitor (Commercial Dispute Resolution)**

**Reporting to: Partners**

**Department: Litigation (CDR)**

### 1. Job Purpose

The post holder will join a busy team which deals with a range of commercial and civil disputes, insolvency (personal and corporate) matters, property litigation and commercial debt recovery.

The post holder will support the team with a broad case load including but not limited to:-

- Acting on behalf businesses and individuals on a wide and varied range of civil and general commercial disputes.
- Advising clients on all aspects of civil and commercial litigation, including contractual advice and negotiation and raising and defending Sheriff Court and Court of Session actions,

### 2. Scope and Range

Post covers acting for commercial and individual clients across Scotland and the whole of the UK

### 3. Key Responsibilities

- With appropriate supervision, to handle a varied caseload of civil and commercial disputes in accordance with client protocols.
- 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.
- Receive and respond to requests for legal advice from current and potential clients and other BTO colleagues, providing high quality, practical advice, taking into account both technical and commercial considerations.
- Prepare high quality reports to clients, written submissions, court documents and letters.
- Negotiate settlements.
- Correspond with clients and other solicitors and liaise with Counsel and experts where appropriate.

#### Business Development

- Supportive approach to business development to promote the department, client relationships, networking and marketing.
- To attract additional business from new and existing clients and other third parties

#### Personal Development

- Maintain high standards of professional conduct whilst delivering against agreed fee earning targets.
- Keep up to date with litigation law and practice.
- Maintain continuing professional development activities including recording CPD hours in line with Law Society requirements
- To support internal procedures and systems including case management and time recording.
- To participate in team meetings.

**4. Communications and Relationships**

The post holder needs to build relationships with clients, internal customers and the rest of the team. Excellent communication and client relationship skills are necessary and professional behaviours in line with BTO's ethos and ways of working.

**5. Most Challenging part of Job**

Managing a varied case load in a complex area of law with challenging targets within a busy office environment. This is an opportunity to join a growing team, providing a broad range of support to a diverse client base.

**6. Knowledge, Training and Experience Required****Essential**

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

Desirable:

- Experience in property litigation. We act for a number of Registered Social Landlords and property managers in both the private and public sector

**8. Job Description Agreement**

**Job Holder's Signature & Date:**

**Head of Department Signature & Date:**

**19/06/17**