

COLLEGE CHAMBERS

First Junior Clerk

JOB DESCRIPTION

GENERAL

The role of the clerks is to assist and work closely alongside the Senior Clerk in running the administration and business activities of a Barristers' Chambers. This role is integral to the success of a set of chambers, both as a legal practice and as a business.

The position carries significant responsibility, with the post holder deputising in the Senior Clerk's absence.

The First Junior Clerk will have or will be able to quickly develop:

- an in-depth knowledge and experience of court procedures
- Experience with detailed and complex diary management
- Knowledge of the work undertaken by the barristers.

This is a full-time position, office based - hours of work between 08.00 and 18.30.

The First Junior Clerk will report directly to the Senior Clerk.

DUTIES OF FIRST JUNIOR CLERK

Deputising for the Senior Clerk in their absence

Having overall responsibility for the smooth running of the clerks room in the Senior Clerks' absence.

Be responsible for opening and closing Chambers in the Senior Clerks' absence.

Problem solving and taking responsibility for facilities and utilities management.

Be the first point of contact for professional clients and Members of Chambers in the absence of the Senior Clerk.

Ensuring any issues in respect of the diary and papers for the following day are resolved before leaving Chambers.

Dealing with last-minute diary clashes or matters over-running.

Handling and managing fee disputes in the absence of the Senior Clerk.

Dealing with urgent out of hours enquiries during the Senior Clerk's absence.

Be responsible for supporting and managing other members of staff in the Senior Clerk's absence.

Having overall responsibility for ensuring the duties and responsibilities of the Junior Clerks, Clerking Assistant and/or Admin Assistants are / have been completed.

Dealing with and/or taking any necessary urgent action in respect of any complaints or breaches / potential breaches of the General Data Protection Regulations.

Taking and professionally handling calls relating to complaints in the absence of the Senior Clerk and instigating appropriate protocols / procedures as in place at the time.

Be responsible for contacting the Ethics Department at the BSB on urgent issues when required.

Be responsible for taking appropriate steps in relation to Health, Safety and Wellbeing matters in the absence of the Senior Clerk.

Dealing with enquiries which other Junior Clerks do not have sufficient experience to deal with.

Dealing with any urgent maintenance or repair issues in respect of Chambers' building.

Taking responsibility for resolving any urgent IT issues experienced in the absence of the Senior Clerk.

Taking responsibility as Chambers' Fire Marshall/ Lead First Aider/ Mental Health First Aider in the absence of the Senior Clerk.

Be responsible and take action for all undefined urgent matters requiring a decision in the absence of the Senior Clerk.

Diary and practice management

Be responsible for, and manage, both the short- and long-term diaries for all Members of Chambers.

Be responsible for ensuring fair allocation of work, recorded appropriately on Chambers diary software.

Discussing with clients the most appropriate barrister to take the case in terms of specialisation, particular abilities, experience and availability (being aware of any potential conflict of interest where barristers from the same Chambers are representing opposing parties), planning the timetable of a case in detail, taking into account factors such as preparation time, conferences (i.e. meetings with instructing solicitors and clients) lodging of documents and estimated number of days in court.

Exceptional attention to detail when entering data on to Chambers' fees and diary software.

Arranging meetings on behalf of the barrister with the instructing solicitor and client to discuss the case.

Informing the solicitor of progress and, in case of a delay, renegotiating the agreed timetable of work as required.

Planning and managing the workload of each barrister to avoid clashes of court times.

Liaising with courts and barristers' clerks in other Chambers.

Overseeing the input of daily court listing details into barristers' diaries and ensuring the next day diary is complete before the end of the day.

Identifying and acting on commitment clashes due to matters over-running.

Developing and maintaining relationships with professional clients and court officials.

Utilising various software sharing systems to transmit legal documentation.

Referring cases to more appropriate Chambers when a lack of specialist expertise could jeopardise the outcome of the case.

Overseeing the Clerking Assistant with Direct Public Access clients.

Overseeing and ensuring Direct Public Access contracts are in place.

Ensuring that regulatory matters have been complied with (record keeping, money laundering etc).

Fees management

Ensuring barristers' fees are created for the work they do and are collected.

Negotiating and discussing fees to be charged with the instructing solicitor in advance of hearings and conferences together with setting stage payments and deeming dates where applicable.

Compliance matters

Awareness, understanding and action relating to the standards that our regulator set.

Ensuring compliance with regulatory requirements, including - liaising with the Bar Standards Board / Bar Council and Ethics.

Chambers promotion and marketing

Practice development of individual barristers and Chambers generally.

Organising and attending industry and Chambers' promotional networking and marketing events (may require attendance out of normal business hours).

Putting forward suggestions and plans for marketing and client promotional events.

Individual marketing with professional clients – coffee meetings, feedback meetings etc.

Providing input and actioning website and social media updates.

Full time, 40 hours between 08.00 and 18.30 Monday to Friday

Discretionary Bonus