



Chattertons, Role Profile and Person Specification.

Trainee Solicitor

Role Profile:

Job Title: Trainee Solicitor. To start September 2020.	Hours of Work: 9.00 am to 5.15 pm Monday to Friday.
Salary: £19,992 per annum.	Location: Lincolnshire and Newark. Trainees should be able to work from any of our 9 offices.
Closing Date for Applications:	3rd April 2020
Application Method :	Covering letter and CV to HR@chattertons.com

Summary:

We are delighted to announce that we have vacancies for two Trainee Solicitors to start in September 2020. Chattertons have achieved "Ones to Watch" status following our staff survey with the Sunday Times Best 100 Companies to Work For, which means we have good levels of engagement and we are looking to increase engagement over the next year so we can improve our ranking even further.

The Company has ambitious growth plans over the next few years and we consider our Trainee Solicitor Programme to be a long-term investment. In our trainees we look for future Associates and Partners who will contribute towards the continued growth and success of our business, whilst developing their own rewarding careers.

As a Trainee Solicitor, you'll be an integral part of the offices and departments that you join. You'll be encouraged to contribute to ensure our continued success, by producing high quality work, taking an active role in business development and generating new ideas.

Typically, you will be working with Heads of Department and/or Partners who are considered leaders in their field, but you'll be encouraged to challenge them as much they'll challenge you.

Above all, you will share our values and want to grow with our business. You will be encouraged to make the most of the fantastic opportunity you are offered and to develop your legal career in an ambitious and forward-thinking Company.

The Role:

A two-year training programme across a number of departments. You will be regarded as a fee-earning member of staff, with a target to meet and expected to provide a high quality legal service to all our clients, under the supervision and training of a qualified solicitor.

Key Duties and Responsibilities:

Duties are likely to include:

- Attending interviews with clients;
- Assessing legal problems and conducting legal research;
- Devising outline strategy for cases;
- Drafting documents;
- Liaising with clients, other professionals and experts;
- Attending Court with supervising solicitor and/or Counsel and taking notes.

These duties will initially be conducted under supervision.

Administration:

- Managing and recording time;
- Maintaining files;
- Accounts transactions, billing, payments;
- Opening and closing files.

Development:

- Participate in departmental team meetings;
- Attend internal courses;
- Keep up to date with law and practice.

Person Specification:		
	Essential	Desirable
Qualifications	We are seeking a talented Graduate with a Qualifying Law Degree or GDL who has already completed their LPC, or is due to complete the course by September 2020.	
Knowledge	You should have a passion for the law and be motivated by success. Able to demonstrate commercial awareness.	Relevant work experience in legal environment.
Skills	The ability to give clear, accurate and jargon-free legal advice. Able to communicate effectively with others, face to face, on the telephone and able to produce high quality, accurate written notes and letters.	Experience of computerised case management systems. Marketing and business development experience.

	<p>Demonstrating a natural ability to deal with people at all levels.</p> <p>The ability to work effectively and efficiently under pressure and able to prioritise workloads.</p> <p>The ability to provide an efficient, professional and friendly service to clients and colleagues.</p> <p>Able to adapt to, and learn from, different working styles when moving between different Departments.</p> <p>The ability to show initiative – proactively searching for solutions or presenting proposals / ideas for the benefit of the client or the firm in general.</p>	
Competencies	<p>We are looking for candidates who are calm and meticulous.</p> <p>You should be approachable with good listening and people skills, and an ability to demonstrate empathy.</p> <p>You need to be able to work consistently to a high standard, ensuring that all risk and compliance procedures are followed.</p>	
Attributes	<p>Trainee Solicitors need to be well-presented and professional.</p>	
Other	<p>The ability to travel freely and work from all Chattertons' offices as required.</p> <p>Willing to be flexible to meet the needs of the business.</p> <p>Sense of Humour</p>	

Chattertons recognises that it is essential to provide equal opportunities to all persons without discrimination. The Company has an Equality and Diversity Policy and this sets out the

Company's position on equal opportunity in all aspects of employment. This is available upon request.