



## Job Description

### Senior Assistant Solicitor – South Manchester

#### General

You will be a key player in the servicing of clients' needs and ensuring the successful development smooth running of our new South Manchester office. You will be given as much responsibility as you feel comfortable with and will be involved in a variety of tasks as required to meet the needs of clients. This will be a unique opportunity to develop a managerial role running a branch office of a thriving commercial practice. These will include the following:

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#### Key Tasks

- Overseeing administration of Manchester office
- Providing support and supervision on project work
- Drafting contract documents
- Attending meetings, reviewing, marking-up and negotiating contracts
- Project managing client assignments
- Case and file management
- Supervision and mentoring of junior legal staff
- Developing new business and undertaking marketing tasks
- Business development activities, such as preparing articles for newsletters, publications, tender pitches, speaking at events, preparing papers for training seminars etc.
- Professional development and preparation of know-how

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#### Person Specification:

- Admitted as a solicitor
  - Completed MCS Stages 1 and 2 and "qualified to supervise" under Rule 5
  - Experience in managing people and resources
  - Demonstrable commercial acumen
  - Taking responsibility for outcomes – forward planning resources and key milestones and keeping transactions on track – less reactive more proactive
  - Displaying leadership qualities, gaining respect and acting as a mentor to junior fee-earners – taking responsibility for their development and training
  - Acting as a champion on certain areas of law
  - Solid grounding in commercial contracts and an understanding of public service contracting environment
  - Dealing with clients – need diplomatic skills and ability to build trust with clients
  - Business development responsibilities – developing personal reputation and firm's reputation – profile-raising through speaking at events, writing articles, involvement in marketing initiatives such as tenders and pitches.
  - Have enthusiasm, intellectual curiosity, and the ability to inspire confidence in clients
  - Attention to detail and a commitment to providing a quality-assured service
  - Personable and flexible in approach
  - Well-presented, efficient and punctual
  - Skilled with MS Office suite of products (e.g. Word, Excel, Outlook, Powerpoint and MS Project)
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