

JOB DESCRIPTION

Job Title: Senior Solicitor (Commercial Dispute Resolution)

Reporting to: Partner(s)/Associates

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 have 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, mediation, and arbitration.

2. Scope and Range

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

3. 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 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.
- To prepare high quality reports to clients, written submissions, court documents and letters.
- To negotiate settlements.
- To correspond with clients and other solicitors and liaise with Counsel and experts where appropriate.
- To assist with supervision of departmental paralegals, solicitors, trainees and other support staff as appropriate.

Business Development

- To have an enthusiastic 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, colleagues from other BTO specialties, and the rest of the CDR department. 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. The CDR team provides 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 thorough understanding of the litigation process at all levels
- 3 years plus Post Qualified Experience
- Advocacy skills
- 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:

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

7. Job Description Agreement

Job Holder's Signature & Date:

Head of Department Signature & Date:

05/01/18