

Job Information	
Job Title	Solicitor/Legal Executive
Department & Team	Court of Protection (Health & Welfare)
Location	Durham
Working Hours	35
Salary	TBA
Reports to	Team Leader for COP (Health & Welfare)

Introduction to EMG Solicitors
<p>EMG Solicitors is an award winning Legal 500 Boutique law firm located in Durham and Gosforth. We provide a range of legal advice to both private individuals and businesses across the region and nationally. We provide legal support that our clients require in order to achieve anything from their basic needs to their wildest dreams and everything in between. We specialize in Court of Protection, Deputyships, Family Law, Residential Conveyancing, Commercial Property, Litigation & Disputes and Wills, Trusts & Probate Services.</p>

EMG Solicitors Vision & Mission
<p>EMG Solicitors Vision Statement</p> <p>Supporting Clients. Protecting Assets. Changing Lives</p>
<p>EMG Solicitors Mission Statement</p> <p>Providing the legal support our clients require to achieve anything from their basic needs to their wildest dreams and everything in between.</p> <p>At EMG we believe in equality. Our passion is not only in providing exemplary legal services but also in making a meaningful contribution to our community and the charitable causes we support.</p> <p>We pride ourselves on delivering excellence and we have a culture of honesty and transparency in how we work, both with each other and with our clients.</p> <p>We are ambitious, we think big and are pro-active in how we support our clients and each other, but as importantly as all of this we value having fun and being happy.</p>

EMG Solicitors Values

Cooperation - we pro-actively support our clients and each other

Excellence - we deliver excellence

Integrity - we are open and transparent

Courage - we are ambitious and think big

Kindness - we value having fun and being happy

Overall Purpose of the Role

Responsibilities and Duties

Main duties of role

- Undertake fee earning work and provide a profitable contribution to the work of the department
- Ensure the successful development of the department and of the firm in line with the business plan
- Ensure that Client's needs are met as soon as possible and deal with any issues that arise for them

Key fee earner tasks (not an exhaustive list)

- Taking client instructions and providing legal advice and assistance.
- Running a caseload of client matters in accordance with: EMG's Office Procedures Manual and policies; SRA code, Legal Aid Agency contract; and Lexcel requirements.
- Representing clients at Court, undertaking advocacy and instructing Counsel where appropriate.
- Representing clients at Mental Health Tribunals, if appropriately accredited.
- Conduct of matters on behalf of clients with all due diligence, in particular ensuring excellence in respect of:
 - Technical advice
 - Client service
 - User-friendly language
- Undertaking legal research and maintaining legal knowledge through training.
- Management of support services for oneself
- Participation in business development and marketing activities whether on a firmwide, departmental and/or office basis, in particular in relation to the development of the Court of Protection Health and Welfare Department. Including:
 - Liaison with the Legal Aid Agency;
 - Building up referral sources for health and welfare work;

- Working within the rules of the Legal Aid contract.
- Financial control and in particular:
 - Take monies on account of fees and disbursements when possible and appropriate
 - Record time accurately and in line with chargeable and non-chargeable time targets
 - Agree fees with client in advance of billing, whether by agreeing fixed fees or hourly rates with fee estimate
 - Bill matters promptly and appropriately, seeking to maximise recovery of time spent
 - Collect cash promptly from clients in settlement of bills
 - Billing in line with Legal Aid rules.
- Working as a case worker under the Mental Health Legal Aid Contract - acting in line with the requirements of that contract.
- Provide support to COP Property and Affairs team in relation to health and welfare matters.
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Knowledge, Experience and Skills		
Area	D/E	E/E
Qualifications	<ul style="list-style-type: none"> ● Law Society accreditation in Mental Health/Mental Capacity (Welfare). 	<ul style="list-style-type: none"> ● Fully qualified solicitor or legal executive.
Experience	<ul style="list-style-type: none"> ● Experience and qualified solicitor or legal executive in Court of Protection and/or Mental Health casework. 	
Skills and Knowledge	<ul style="list-style-type: none"> ● Takes on personal responsibility to learn on the job and keep knowledge in all relevant areas up to date. ● Accuracy and excellent attention to detail. ● Strong interpersonal skills, training and strong communication skills. ● Communicates in a clear, confident and relaxed manner. ● Adapts style of communication appropriately when dealing with colleagues and clients. 	<ul style="list-style-type: none"> ● Able to work individually and as a team. ● Excellent time management and organizational skills. ● Ability to use own initiative, be proactive, work well under pressure and to tight deadlines. ● Able to independently judge potential situations, identify and take alternative courses of action without outing the client or business at risk. ● Excellent problem solving and research skills

	<ul style="list-style-type: none">• Works to understand the team's key roles and the challenges they may face.• Knowledge of Legal Aid rules and procedures.	
Other Factors	<ul style="list-style-type: none">• Displays honesty and integrity.• Proactive and self-motivated.• Can do attitude.• Flexible and adaptive in particular during busier periods.• Desire for continuous personal and professional development	

Benefits

In addition to your salary the added benefits for this position are:

- Bonus scheme
- Employer contribution to pension at 4%
- 25 days holiday entitlement per year with an additional 3 days non-contractual leave for Christmas
- Free annual flu injection
- Reward Me Now - employee discount platform
- Employee Assist - access to personal, legal and financial issues, support and counselling and GP helpline.
- £50 gift card on your birthday with along with a late start or early finish
- £50 gift at Christmas
- Beamish Museum Family Passes
- 5 extra days paid leave on your 5 year anniversary
- Death in service benefit of 3 x salary

How to Apply

Please send your CV with a covering letter to Olivia Lightfoot-Jaques, People & Culture Assistant - olivia@emgsolicitors.com by Friday 30th July 2021.