**Job Description**

**Job title:** French-speaking Associate Solicitor

**Department:** International

**Location:** London – with hybrid working

**Reporting to:** Partners

**Hours:** 9:30am – 5:30pm, Monday to Friday

**Contract:** Permanent, 2-4 years PQE

**Overall Purpose of the Role**

* To work as a solicitor in a team working largely on international environmental and human rights cases.
* The initial primary purpose of the role is to assist the Partners to run a large international environmental group action, which is likely to involve regular overseas travel.
* The successful applicant may also be required to work on other cases within the team from time to time.

**Main Duties and Responsibilities**

**Case Management**

* To ensure that accurate information and instructions are obtained from clients and accurate records are analysed, managed and maintained.
* To be responsible for the logistics of obtaining client instructions.
* To effectively manage, delegate to and supervise the work of junior team members and third party agents.
* To ensure the timely and effective deployment of others involved in the matter e.g., experts, witnesses, and counsel.
* To instruct experts to advise on liability, causation, and quantum, and to negotiate acceptable terms for their instruction, ensure their fees are paid promptly, prepare formal instructions, and liaise with those experts during the course of the case.
* To heed the procedural timetable and time limits, to make necessary applications where required to protect the clients’ position.
* To enable clients and/or their litigation friends, where a client lacks capacity, to make informed decisions based on advice on legal and other appropriate considerations e.g. costs and funding.
* To assist with disclosure review.
* To comply with the Civil Procedures Rules.

**Client Relations**

* To deal with clients in a sensitive, professional, and compassionate manner.
* To identify clients’ objectives and to seek to further them in a manner consistent with all professional and ethical obligations.

**Compliance and Risk Management**

* To always maintain the strictest concern for and awareness of the need for GDPR and data protection in accordance with the Firm’s internal policies.
* To adhere to and manage all court deadlines and time limits where applicable.
* To ensure regulatory compliance in all aspects of the case and that effective and regular risk management is carried out as part of case management.
* To immediately report any compliance or risk management concerns to the relevant persons without delay.

**Professional Standards**

* To work and behave in a professional manner, observing the highest ethical and other standards of the profession.
* Comply with procedures set out in the office manual, professional standards and any requirement set by the Legal Services Commission or similar interested bodies e.g., funders and insurers.
* To ensure monetary transactions are dealt with efficiently and in accordance with professional rules.
* To always maintain the strictest standards of client confidentiality.
* To assist the firm in maximising income and profitability by effective time recording, billing and staff planning.

**Learning**

* To keep up to date with developments in law and practice.
* To ensure learning and development plans are completed and that records are up to date and compliant with relevant SRA requirements.
* Any other tasks as might be required from time to time.

**Other**

* To delegate appropriately and to supervise and motivate reporting staff.
* To anticipate and respond to clients’ and experts’ needs and demands.
* Sharing information with colleagues.

**Performance Measured By**

* Conducting matters on behalf of clients to their satisfaction.
* Careful file management and the keeping of detailed contemporaneous attendance notes of all work done on behalf of our clients.
* Compliance with time recording requirements and reaching financial targets.
* Efficiency in dealing with work and accuracy of work produced.
* Ability to work with initiative, maintaining a flexible and responsible approach.
* Knowledge and use of court rules and procedures.
* Good attendance and timekeeping.

**Business Development and Marketing**

* To help develop the work of the international team, including through presentation of seminars; writing articles; joining and participating in professional and other relevant organisations; organising and attending conferences and events.

**Person Specification**

* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* An interest in international environmental, human rights and corporate accountability issues.
* Excellent academics.
* Qualified lawyer with 2-4+ years of relevant post qualification experience. Exceptional candidates outside this level of qualification will also be considered.
* Ability to learn new areas of law quickly and develop new areas or work for the firm.
* Demonstrable knowledge in conduct of cases from initial advice through to trial.
* Relevant experience in analysing complex factual and legal situations and advising clients in accordance with their aims.
* Experience in dealing sensitively with clients and experts.
* Experience in working on complex matters, which require analysis of large amounts of data.
* Solid experience in using a variety of IT packages (MS Word, Excel, Case Management Systems and Outlook).
* Excellent communication skills, demonstrated by ability to communicate accurately, clearly, and concisely, both verbally and in writing.
* Excellent time management skills demonstrated by ability to organise and prioritise a complex workload and work to tight deadlines.
* Experience in working and contributing to a team environment.
* Ability to work with sensitivity in countries with systems and culture that are significantly different to the UK.
* Excellent French skills.
* Ability to travel overseas regularly and frequently, including for extended periods and at short notice if required.

**Desirable**

* Experience in or knowledge of any of these areas will be an added advantage: personal injury, environmental protection, toxicity and contamination, group claims.
* Experience of working in a team overseas.