

AWDRY BAILEY & DOUGLAS

S O L I C I T O R S

ABD Legal Services Limited

Job Title:	Private Client Solicitor/Legal Executive/Paralegal	Job Category:	
Department/Group:	Private Client	Job Code/ Req#:	
Location:	Devizes	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive	Position Type:	Full-time, permanent. Part time will be considered.
Line Management Responsibility for:	N/A	Date Posted:	
Date Posting Expires:	Closing Date: N/A		
Responsible to:	All Partners		
Specific Responsibility to:	Head of Private Client		

Job Description

About Awdry Bailey & Douglas:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service.

From our offices in Devizes, Chippenham, Marlborough and Royal Wootton Bassett and our imminent new office in Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families and businesses.

Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment, so in return for aiming towards these standards we will back you, help you to improve and support you in reaching your full potential.

Our Values:

Clients First – A commitment to clients and excellent client service that differentiates us from our competitors

Positivity – Adopting a can-do attitude. Finding solutions, not just seeing problems

Team Spirit – Camaraderie, support, encouragement, and good humor. Respect for everyone in the firm and acknowledgement of success.

Honesty & Fairness – Integrity and professionalism in everything we do.

Personal Development – Seeking continuous development & improvement of ourselves and everyone in the firm.

Entrepreneurial Spirit – Looking for new ways of providing legal services, new areas of work and new markets

ROLE AND RESPONSIBILITIES

Job Purpose:

To work within the Private Client department managing a mixed and varied caseload but primarily Wills, POA and Probate. The successful candidate will have at the forefront of their mind, the provision of excellent client service at the heart of what they do and will be actively involved with marketing and networking activities in order to raise awareness of your personal brand and to build relationships within the local community”

Typical Activities:

Responsibility for: -

- Servicing and further developing a “book” of Private Client work.
- Identifying improvements and to plan innovatively for better service delivery.
- Developing and maintaining strong & profitable client relationships, critical to the success of the department.
- Commitment to the Practice Management Standards of the Profession to include but not exhaustively, the SRA, Law Society, Lexcel, and IIP.

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Proven experience of various types of Private Client work but specifically Wills, POA & straightforward Probate.
- To have the ability to remain calm, polite, and focused when dealing with different situations
- To have outstanding communication skills both verbal and written
- A high level of attention to detail
- The ability to build relationships and work collaboratively with all employees
- To enjoy a varied workload and working at pace
- The ability to make sound decisions, taking ownership when required.
- To present in a professional manner
- To be motivated, self-sufficient and to have excellent time management skills
- To demonstrate flexibility in approach
- To have excellent IT skills including Microsoft packages.
- Must be able to travel between offices when required.

ADDITIONAL NOTES

You will be expected to attend all update training as required.

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	LL	Date:	21032022
Approved By:	HW	Date:	
Last Updated By:		Date/Time:	