

## Job description

### Practice Manager

#### Main duties include:

- Assisting with the day to day diary management
- Extensive telephone work with instructing solicitors and courts with regard to fixing hearings and general queries on cases
- Arranging hearings, conferences, advocates meetings, professional meetings and booking cases on Lex
- Obtaining daily listings
- Efficiently organising and up keeping Barristers' diaries and ensuring they are aware of their diary commitments
- Maintaining good relations with Court Staff.
- Maintaining a good knowledge of fee rates and billing procedures.
- Dealing with correspondence, entering detailed description on to the computer records, dealing with queries or allocating requests.
- Fees chasing when necessary
- Building strong relationships and a position of trust with instructing solicitors.
- Ensuring appropriate work allocations for senior members, juniors and pupils with guidance from the Senior Practice Manager
- Assisting other members of the Senior Management team
- Attendance and involvement in chambers' events when required
- Deputising for the Practice Assistant in periods of absence
- Logging of case papers on chambers LEX system.
- Attending Court and/or Library when required



## **Person Specification**

The successful candidate will need to be:

- Efficient and competent at running chambers' diary
- Able to work effectively under pressure, being reactive to last minute demands
- Able to be proactive, planning workloads and following up results
- A strong communicator, able to converse articulately at all levels

**28<sup>th</sup> March 2022**



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