
Second Junior Civil Clerk - Job Description

August 2020

Overview

7BR is looking to recruit an experienced and dedicated Second Junior to join the Civil Clerking team, with particular emphasis on building the Employment and Commercial practice areas, whilst also retaining focus on the more established Personal Injury and Clinical Negligence practices.

The Second Junior will work with the Senior Clerk and First Junior on the strategy for all relevant practice areas. The position will also make a contribution towards the training and development of the Junior Civil Clerks and will play a full role in helping build the Civil Clerking team to its full potential.

The Second Junior Civil Clerk's responsibilities and duties can be broadly broken down into three categories:

- Administration
- Relationship management – internal and external
- Marketing

Key Tasks and Responsibilities

Administration

- Daily diary and practice management for Civil Team Members, ensuring fair allocation of work alongside appropriate choice of Member for the instruction.
- Management and running of Members' diaries and practices in tandem with supporting the Senior Clerk and First Junior with QC's dairies and practices.
- Processing of papers and briefs in a timely manner to provide Members with sufficient time for preparation.
- Negotiating fees, calculating fees, recording fees for work done, and processing fees as required.
- Assisting the Senior Clerk in preparation of tenders, service level agreements and panel applications.
- Preparing and advising on Precedent H and CFAs, to include the means by which arrangements for different members and different firms can be readily accessed when responding to instructing solicitors.
- Assisting the Senior Clerk in the annual review of Members' fee rates.
- Awareness of the standards imposed upon Chambers by the Legal Aid Agency, the Bar Standards Board and the Bar Council, and acting in accordance with these standards where necessary.

- Performing such additional tasks as may from time to time be required by the Chief Executive, Senior Clerk and / or Chambers' management.
- Liaising with the Post Room Clerks as necessary to ensure that documents and other information are delivered where and when needed.

Relationship Management

- Assisting the Senior Clerk and First Junior Clerk with Members' annual practice reviews.
- Identifying opportunities to expand work and services offered by the team.
- Assisting the Senior Clerk in the overseeing of direct access work including managing, supporting and training junior clerks.
- Liaising with Fees Clerks in pursuit of Members' fees.
- Developing and maintaining relationships with clients and the courts to promote Members' interests.
- Assisting the Senior Clerk and First Junior Clerk in the management and supervision of other clerks by sharing knowledge and experience as appropriate to facilitate the smooth running of the clerking team.
- Assisting the Senior Clerk in providing training to the civil practice team and junior clerks ensuring they are up to date with the latest changes within the civil practice teams.
- Working as part of the wider staff team, maintaining good working practices and relationships with Reception, Administration and Marketing staff, in addition to maintaining good working relationships with clerks in other practice areas.

Marketing

- Carrying out marketing activities and attending both internal and external events as directed by the Senior Clerk and on own initiative, with both new business and existing clients.
- Assisting the Senior Clerk in the preparation of marketing strategy and business planning for the civil team and its implementation.
- Assisting the Senior Clerk and Marketing Manager in preparing for industry conferences such as AvMA, Apil, ELA etc, and attending events where appropriate.

Person Specification

- Minimum five years experience 'on the desk' civil clerking experience gained with a high quality and well regarded set of Chambers.
 - Full working knowledge of CFA, LAA and civil billing to maximise income to Members of chambers.
 - Experience of diary and practice management.
 - Experience of business development and client relationship management.
 - Knowledge of the Code of Conduct for Barristers practising in England and Wales.
 - Ability to communicate professionally with Chambers' clients.
 - Understanding of how the civil fee systems work.
 - Ability to work under own initiative.
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- Well-presented and articulate.
- Good team player.

Remuneration of £37,000 – £42,000 per annum alongside a generous package of benefits will be offered to the successful candidate.

Closing date for applications is 14 August 2020. All applications should come in the form of a short covering note accompanied by a comprehensive CV (not longer than two pages) and sent directly to the CEO of 7BR, Harry Charlton. hcharlton@7br.co.uk

Applications received in any other form will not be considered.

7BR observes and upholds an Equality and Diversity Policy which can be viewed [here](#), and is also pleased to make reasonable adjustments throughout the recruitment process for any disabled candidates, if so required.