
Job Description

Practice Manager – Crime

7BR is looking to recruit a Practice Manager who will report to and take direction from the Senior Clerk/Senior Practice Manager. They will support the practice team on a day-to-day basis. They will support members of chambers & other chambers staff as required.

7BR is a leading multi-disciplinary set of Barristers' Chambers in Central London with 92 Members, including 16 Kings Counsel, who are supported by 25 staff.

The Practice Manager responsibilities and duties shall include the following:

Key Tasks and responsibilities

Practice Administration

- Daily diary and practice management of the members of the crime team ensuring the fair allocation of work to members and the choice of member appropriate for the instruction;
- Booking-in of instructions, briefs and recording of e-mails;
- Dealing with email correspondence, entering detailed description on to the computer records, dealing with queries or allocating requests;
- Extensive telephone liaison with instructing solicitors and courts;
- Communicating appropriately with counsel to notify them of changes to their diary;
- Obtaining daily listings;
- In conjunction with individual barristers, managing diaries and ensuring that they are aware of professional commitments and are provided with any available papers in advance;
- Negotiating privately funded fees, subject to discussion with the barrister concerned and/or the senior clerk/senior practice manager;
- Understanding of billing for publicly funded work;
- Being fully conversant with Direct Access procedures and policies;
- Be aware of the standards imposed upon Chambers by the Legal Aid Agency, the Bar Standards Board and the Bar Council and act in accordance with these standards when necessary.

Marketing and Business Development

- Supporting the senior clerks and senior practice managers in Chambers' business development activities;
- Build and nurture client relations, including attending events and meeting clients outside normal office hours on occasion;
- Maintaining good relations with court staff;
- Seeking feedback from clients as part of general conversations and providing input to barristers in the development of their practices.

Supporting the Senior Clerk

- Advising and supporting individual barristers on the development of their practice, to include practice review meetings from time to time with individual members of the team;
-

- Generating basic monthly reports on Lex for barristers as required for Practice Management and Development.

Management

- Assist other practice managers by sharing knowledge and experience as appropriate to facilitate the smooth running of the clerking team;
- Implementing Chambers' Equality and Diversity policy and members' decisions surrounding flexi working
- Working in consultation with the senior clerks & senior practice managers to oversee other members of the clerking team who assist with criminal clerking.

Specific Skills, Knowledge and Experience

- 5-7 years plus experience
- Experience of Diary and Practice Management, and Fees
- Knowledge of the Code of Conduct for Barristers practising in England and Wales
- Ability to communicate professionally with Chambers' professional clients
- Ability to work under own initiative
- Well presented, articulate and able to explain complex issues clearly
- Good team player

Knowledge, experience personal attributes

- Educated to, at minimum, two A levels or the equivalent
- Sound understanding of Word and Excel
- Well presented, articulate and able to explain complex issues clearly
- Good team player

Terms and Conditions

Salary: Competitive salary commensurate with experience

Holiday: 25 days per annum

Benefits: Annual Season Ticket Loan,

Private Health Care

Employee Assistance Programme – Confidential counselling service

Death in Service Benefits

Hours: 9:00am – 5:30pm with a rota working until 6pm

Closing date: 5pm on Friday 21st April 2023

7BR observes and upholds an Equality and Diversity Policy that can be viewed [here](#).