

## **Assistant Practice Manager Job Description**

### **Day-to-day clerking responsibilities**

Working with the other two members of your clerking team, in conjunction with the CEO/Director of Clerking, Deputy Senior Clerk and members of other clerking teams. Duties to include, but not limited to:

- Communicating with instructing solicitors and clients by telephone and email or in person in a professional and timely manner relating to all aspects of work for counsel;
- Promoting members of Chambers and selling their services to clients and potential clients;
- Developing professional relationships with clients or potential clients of Chambers to help increase or maintain the level of instructions received from them;
- All aspects of diary work e.g. fixing hearings, conferences and advising solicitors of counsels' availability;
- Recording instructions, creating new cases and managing contact details on MLC (Meridian Law Connected);
- Allocating new work within Chambers;
- Agreeing fees for hearings and other work;
- The regular collection and processing of barristers' worksheets onto the MLC system within established time guidelines;
- Regular monitoring and updating of missing time/fee items onto the MLC system via MLC reports;
- Liaising with arbitrators, County Court and court centres in the UK;
- Photocopying/printing papers to court (as necessary);
- Opening morning post and DX and distributing the same;
- Ensuring that arrangements are made with respect to communication with members of Chambers, such as the forwarding of post, when they are likely to be away from Chambers for a significant period of time;
- Attending Chambers' and clients' functions as necessary;
- Attending and participating in the clerks' CPD programme;
- Undertaking further continued training as appropriate for your role;
- Covering duties of other members of the clerking team when necessary;
- Assisting in other areas of Chambers' work as directed to ensure the smooth running of Chambers.

The Assistant Practice Manager will be based on the main clerks' desk. It should be noted that traditional "Junior Clerk" duties (court runs etc) are generally carried out by our team of Outdoor and Office Assistants but some very occasional supervisory involvement should be anticipated.

### **Other/general responsibilities**

- Providing a courteous service to casual enquiries.
- Assisting with changes to room layouts and furniture removal etc. if/when required (e.g. for in-house seminars, chambers' lunches).
- **Marketing** - Chambers seeks to promote itself actively with clients and potential clients. These activities may take place outside of normal office hours. The post-holder may therefore be

expected to provide support (e.g. greeting guests etc) on a small number of occasions during the year.

- **Cover for other duties** - As this is a small team the post holder may be asked to cover for clerks in the event of holidays, sickness absence or pressure of work. These priorities to be agreed with the CEO/Director of Clerking in the first instance or, if not available, the Deputy Senior Clerk.
- Any other tasks as reasonably required by the CEO/Director of Clerking and Deputy Senior Clerk.

Duties are subject to change dependent on the requirements of Chambers' business.