

Assistant Practice Manager Job Description

Day-to-day clerking responsibilities

Working with the other two members of your clerking team, in conjunction with the Director of Clerking, Joint Deputy Senior Clerks, Senior Practice Managers and members of the other clerking teams. Responsibilities include, but are not limited to:

- 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.
- Allocating new work within Chambers.
- Recording instructions on MLC (Meridian Law Connected).
- Creating new cases and new solicitors on MLC.
- Communicating with instructing solicitors and clients by telephone, email or in person, in a professional and timely manner in relation to all aspects of work for counsel.
- Diary management, e.g. fixing hearings, conferences and advising solicitors of counsels' availability.
- Liaising with the High Court, County Court centres, and arbitrator clerks where appropriate.
- Agreeing fees for hearings and other work.
- Assisting with the collection of fees
- Attendance at Chambers' and clients' functions as necessary.
- Attending and participating in the clerks' CPD programme.
- Undertaking further continued training as appropriate for your role.
- 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.
- Photocopying/printing/faxing papers to court (as necessary).
- Covering duties of other members of the clerking team when necessary.
- Liaising with other departments to ensure smooth running of Chambers.
- Assistance in other areas of Chambers' work as directed.

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.

Timesheet entry

- The regular collection and processing of barristers' worksheets onto the MLC system within established time guidelines; and
- Regular monitoring and updating of missing time/fee items onto the MLC system via MLC reports.

Other/general responsibilities

Marketing

Chambers seeks to promote itself actively with clients and potential clients. These activities may take place outside of normal office hours, therefore the post-holder may be expected to provide support (e.g. greeting guests etc) on a small number of occasions during the year.

Cover for other duties

Recognising that 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, with priorities to be agreed with the Director of Clerking in the first instance or, if not available, the Joint Deputy Senior Clerks.

Other general duties (if required) may include:

- Providing a courteous service to casual enquiries.
- Arranging domestic and international travel and accommodation for members of Chambers.
- Any other tasks as reasonably required by the Director of Clerking, Joint Deputy Senior Clerks and Senior Practice Managers.

The APM will work a 41.25-hour week, covering shifts between 8am and 6.45, on a rota with the rest of the clerking team. Duties are subject to change dependent on the requirements of Chambers' business.

The Assistant Practice Manager will be based on the main clerks' desk.