



COMMERCIAL LITIGATION SOLICITOR / LEGAL EXECUTIVE

Bury



WOODCOCKS
HAWORTH
& NUTTALL

JOB DESCRIPTION



At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over the past five years, we have developed this culture and grown with 110 colleagues across nine locations. We are nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

We are proud to be accredited as an 'Employer of Choice' which demonstrates our positive approach to career development, culture, staff engagement, leadership, diversity, inclusion and work life balance.

Join our dynamic and forward-thinking law firm. With an impressive portfolio of clients and a reputation for excellence and client satisfaction, we provide a challenging yet rewarding environment. We are committed to fostering growth, innovation, and career development within our practice.



The Role

We are seeking a client focussed and enthusiastic Commercial Litigation Solicitor / Legal Executive to join our team. The successful candidate will manage a case load of commercial dispute resolution matters from inception to successful conclusion ranging from routine to complex for SME and owner-managed businesses across a wide range of sectors, together with larger high-profile clients.



www.whnsolicitors.co.uk

COMMERCIAL LITIGATION SOLICITOR / LEGAL EXECUTIVE



WOODCOCKS
HAWORTH
& NUTTALL

Principal Responsibilities

- Meet, interview and advise clients on a range of commercial dispute resolution matters, including but not limited to; commercial contract disputes and high-value commercial disputes, commercial property, landlord and tenant and professional negligence matters
- Research and critically analyse documents and case law to ensure accuracy of advice and procedure
- Draft documents and correspondence tailored to the clients' individual needs aligned to current law and regulatory standards.
- Negotiate favourably with opposing parties to secure agreed objectives for the client
- Identify and instruct suitable barristers or experts, where required
- Manage and coordinate all aspects of the case to ensure deadlines are met and escalate where appropriate
- Build and maintain professional relationships with existing and prospective clients, referrers, stakeholders and colleagues ensuring the reputation of the firm and enhancing its profile
- Actively monitor and meet your own time recording and billing targets
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA principles, Lexcel, the CQS and the Legal Aid Agency.
- Ensure all information regarding the firm, its clients and their business is kept strictly confidential.
- Wherever possible, utilise available software to provide a quality, cost effective and efficient service to clients
- Take responsibility including proactively participating in activities to ensure personal development is maintained including keeping up to date with the changes of law in which you practice.
- Understand the firm marketing strategies and when appropriate, positively represent the firm externally at marketing functions
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business.



COMMERCIAL LITIGATION SOLICITOR / LEGAL EXECUTIVE



WOODCOCKS
HAWORTH
& NUTTALL

Person Specification

		Essential	Desirable
QUALIFICATIONS	Qualified Solicitor NQ+ Legal Executive NQ+	✓	
EXPERIENCE & KNOWLEDGE	Microsoft applications	✓	
	Case Management systems	✓	
	Understand the value of diversity		✓
	Knowledge and experience of health and safety		✓
SKILLS	Developing and maintaining strong client and colleague relationships	✓	
	Pro-actively work on own initiative with the ability to know when to escalate matters	✓	
	Work within a team in a cohesive manner	✓	
	Communicate in a sensitive, clear and unambiguous manner	✓	
	Ability to meet sometimes urgent deadlines while maintain accuracy skills	✓	



COMMERCIAL LITIGATION SOLICITOR / LEGAL EXECUTIVE



WOODCOCKS
HAWORTH
& NUTTALL

Person Specification Contd.

		Essential	Desirable
	Excellent telephone manner and customer service skills	✓	
	Work in an organised and methodical manner	✓	
PERSONAL VALUES	Enthusiasm for and commitment to the work we do	✓	
	Ambitious with strong desire to learn	✓	
	Acts with fairness, honesty and trustworthy in all dealings	✓	
	Full clean driving licence		✓
	No criminal convictions		✓



COMMERCIAL LITIGATION SOLICITOR / LEGAL EXECUTIVE



WOODCOCKS
HAWORTH
& NUTTALL

What We Offer

- Competitive salary
- Auto enrolment pension
- Death in service (after qualifying period)
- Salary sacrifice private medical insurance scheme
- Employee Assistance Programme
- Enhanced maternity / paternity / shared parental policies
- Legal services
- Conveyancing fees
- Opportunities for career progression and professional development.
- A supportive and inclusive work environment.

How to Apply

Please submit your CV and a cover letter outlining your experience and suitability for the role to jobs@whnsolicitors.co.uk

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

For any inquiries regarding the role, please contact Kay Jackson-Leigh at kay.jackson-leigh@whnsolicitors.co.uk or 0161 761 8093

