



SENIOR ASSOCIATE SOLICITOR - FAMILY

Bury (other office locations
may be considered)



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 Senior Associate Solicitor to join our family team. The successful candidate will deal with family matters arising primarily out of the Bury and Salford areas. Primarily to deal with divorce, financial remedy matters, private law child issues, injunctions and issues relating to cohabitation breakdown including TOLATA. Knowledge of legal aid will be helpful the role. To be successful in this role, regular travel will be expected between our offices and to local events and appointments.



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Principal Responsibilities

- Take instructions on new matters and advise and represent clients on the law and legal issues in their matter.
- Draft documents and correspondence tailored to the client's needs.
- Attend meetings with clients where needed.
- Represent in court or within mediation unless counsel is to be utilised
- Work within an existing team to provide advice and guidance to others and supervision of junior members in the team.
- To be proactive with business development and attend marketing events or networking groups in support of the same.
- Research and analyse case issues and documentation to develop case strategies with clients.
- Dealing with the issue of proceedings or applications and being familiar with the court portals.
- Devolve appropriate aspects of the case work to assistants or juniors where you supervise them to the necessary standard
- Attending team or firmwide meetings or such internal or external training as required.
- Running own case load of appropriate cases.
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA, 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 your personal development is maintained including keeping up to date with the changes in the area of law in which you practice.
- Understand the firm's marketing strategy, contribute to business development initiatives, including networking and attend and positively represent the firm at industry events when appropriate.
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business.

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Person Specification

		Essential	Desirable
QUALIFICATIONS	Solicitor with unconditional practising certificate and circa 5 years PQE	✓	
	Family law panel membership		✓
EXPERIENCE & KNOWLEDGE	Ability to run own cases with minimal supervision – primarily divorce, finances, private child law, injunctions and TOLATA – with sufficient knowledge of the law and procedure associated with these cases.	✓	
	Ability to use Microsoft applications	✓	
	Ability to use IT, software and case management systems	✓	
	Ability to supervise others	✓	
	Willingness to undertake business development	✓	
	Case Management systems preferably Proclaim		✓
	Understand the value of diversity		✓
	Knowledge and experience of health and safety		✓

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Person Specification Contd.

		Essential	Desirable
SKILLS	Strong negotiating, drafting and analytical skills	✓	
	Strong leadership and team management capabilities	✓	
	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	✓	
PERSONAL VALUES	Demonstrate resilience when problem solving	✓	
	Work in an organised and methodical manner	✓	
	Effective legal research skills	✓	
	Excellent telephone manner and customer service skills		✓
PERSONAL VALUES	Enthusiasm for and commitment to the work we do		✓

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	Ambitious with strong desire to learn	✓	
	Acts with fairness, honesty and trustworthy in all dealings	✓	
	Full driving licence	✓	
	Speedy delivery of work without compromising quality		✓

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

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