



Appeals & Reviews Criminal Solicitor – Maternity Cover

We are currently looking for a Criminal Duty Solicitor with experience of Appeals & Reviews work in respect of historic criminal appeals and case reviews of criminal convictions, sentences and applications to the Criminal Cases Review Commission (CCRC). The candidate will be covering between 6-8 months of maternity leave within our busy Criminal Team and will be based at our Southport office.

Our Criminal department offers excellent service to all clients throughout their criminal matters from police station advice through to prison law and appeals and reviews. This role will specifically include helping to business develop for all our departments from the Southport office with an emphasis on Criminal Defence work covering the entire Sefton CJSM area and running a mixed caseload of Criminal, Appeals and Reviews files.

The ideal candidate will be motivated, enthusiastic and a strong advocate. The candidate must be a duty solicitor and have extensive experience of Appeals & Reviews work and running a mixed caseload of criminal cases. It is essential that the candidate is able to take part in the Police Station out of hours rota, Saturday and bank holiday Court rota, and be available to work outside of normal working hours when required, including weekends. The candidate must be familiar with police station, court, prison and chambers procedures and etiquette.

Duties will include (list not exhaustive):

- **Fee Earning** – running a mixed caseload of Criminal, Appeals and Reviews files.
- **Financial/Fees management** - ensuring fees are managed at all times. Financial management and ensuring all case fees are collected. . To work alongside and support Supervisors in the department on financial management.
- **Business development and marketing** – building relationships and connections across the country to develop and maintain the supply of work and coordination of cases with other connected parties. Sourcing, developing & maintaining relationships with counsel and experts. Negotiating fees where required. Drafting blogs and articles, engaging with marketing and PR exercises.
- **Compliance matters** – to ensure the internal business system standards are adhered to at all times.
- **Business planning** – to assist with achieving strategic goals. To work alongside and support Team Leaders, Supervisors, Costs Team, Head of Departments, Practice Director, Partners to ensure strategic goals are achieved. To keep abreast of latest developments in case law, costings and billing practices, LAA and MoJ developments and market trends.
- **Travelling** - long distance travel will be required as and when necessary.



To be considered for this excellent opportunity, the attributes required are:

- Experienced Criminal duty Solicitor with Appeals and Reviews proven specialism. To be able to provide examples of cases – i.e. uncovering a new legal argument, a new piece of evidence and CCRC cases.
- Ability to run a caseload under limited supervision.
- Qualified as a Lexcel and LAA supervisor or willingness to attain this status.
- Ability to provide high quality advice to clients from all sectors across a broad range of issues.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Good working knowledge of the 2010/2017 Crime Contracts.
- Commercial attitude with good financial management of files and caseload.
- An excellent working knowledge of the financial aspects of legal aid billing and LAA rules.
- Excellent organisation skills and the ability to work in a fast paced department working to strict deadlines.
- Excellent IT skills including the ability to utilise and improve a case management system. Good working knowledge of legal databases.
- Ability to work on own initiative with excellent customer service skills. Excellent communication skills, both oral and written. Reliable, honest and trustworthy.
- The role will also involve business development and you will need the desire to play an active part in the marketing and development of the firm. Actively networking and raising the profile of the department/firm locally, attending local/ regional functions and events.
- Professional, articulate with good sales skills and be comfortable persuading prospective clients of the benefits of instructing our firm and be adept at obtaining funds.
- Well organised, with a clear and professional telephone manner. Well presented, enthusiastic, punctual, confident, and self-motivated.
- Have commitment to core values of hard work, business focus, transparency, integrity, team work, excellent communication and personal fulfilment.

Desirable aspects are:

- Business Development, Marketing and Networking experience.

Although the role is maternity cover it will be reviewed on a regular basis for further suitable opportunities that arise and growth in the team. Please send your CV and covering letter to sbirchall@kirwans.co.uk.