



Litigation Supervisor

We are currently looking to appoint a Litigation Supervisor to assist the Head of Department manage a team of Advocates (including Crown Court), Legal Clerks and an Investigations Team Leader. This is a new role for an extremely organised and ambitious Advocate with the skills to lead and manage a team. We deal with a range of criminal matters - general crime, fraud and motoring offences. We specialise in providing advice and representation on all aspects of crime and motor offences.

The ideal candidate will be motivated, enthusiastic and a strong advocate. They will assist with managing, mentoring and developing the individuals within the team. The candidate must be an experienced Advocate and have extensive experience of running a mixed caseload of criminal cases. It is essential that the candidate is able to work outside of normal working hours when required, including weekends.

The candidate must be familiar with police station, court and chambers procedures and etiquette. They will be responsible for assisting with running the legal, administration and business activities of the team. This demanding but rewarding role requires a combination of business acumen, legal knowledge, legal aid agency knowledge and strong interpersonal skills.

The role requires a great deal of organisation and the ability to work quickly, confidently and efficiently. The role will be very varied and will include coordination of workloads, marketing, financial management and negotiations.

Duties will include (list not exhaustive):

- **Fee Earning** – running a caseload of criminal matters including Higher Court Advocate work (if HCA qualified) under limited supervision.
- **Team management** – anticipating department daily and weekly workloads and planning in appropriate time so as to cause minimum impact. All activities relating to the team day to day activities in a fast paced environment. Anticipating workload progress and decisions, daily organisation and problem solving within the team. Scheduling within the diaries to list cases where understanding of procedure and accuracy are essential. Drafting/planning and implementing specific rota's required for the department. Planning the timetable of a case, taking into account factors such as preparation time, conferences and estimated number of days. Arranging meetings where required. Planning workloads to avoid clashes of team members. Maintaining awareness of cases at all times. Using case management and computer-based diary systems to plan workloads. Analysis of systems and creating reports for management.
- **Financial/Fees management** - ensuring fees are managed at all times. Reporting weekly/monthly regarding financial management of the team. Financial management and ensuring all case fees are collected. To work alongside and support other Supervisors in the department on financial management. Creating reports for the Head of Department on profit projections, cost projection and all other ancillary financial matters.

- **Business development and marketing** – building relationships with all police stations, courts and chambers connections across the country to develop and maintain the supply of work and coordination of cases with other connected parties. Negotiating fees where required.
- **Compliance matters** – to ensure the standards of the team adhere to and appropriate accreditations at all times. Administering the business activities and systems meet quality standards. To ensure the most appropriate team member to take the case in terms of specialisation, particular abilities, experience and availability and being aware of any potential conflicts of interest.
- **Training** – Organising the team’s training to achieve all standards required. Ensuring awareness and development of each member of the team and having an awareness as to where they wish to develop their expertise to enable allocation of relevant cases. To help the Head of Department/Practice Director execute career development plans for the team.
- **Business planning** – to assist with reviewing and achieving strategic goals, researching, planning and improving the department’s business processes and staff to maximise efficiency and utilisation. To manage the fee earners in accordance with improved business process and the business plan. To work alongside and support other Team Leaders, Supervisors, Costs Team, Head of Departments, Practice Director, Partners and support departments, such as Marketing, IT and Accounts 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.
- **IT** – to assist with achieving IT strategic goals maximising efficiency and utilisation. To manage the fee earners in accordance with improved IT processes. To support and oversee implementation and continued development of the new IT processes.

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

- Experienced Criminal Solicitor with 5-7 years PQE.
- Qualified as a Lexcel and LAA supervisor or willingness to attain this qualification within 3 months.
- Ability to run a caseload under limited supervision.
- Ability and experience of managing and leading a team.
- Ability to be an inspirational leader to others by creating loyalty and stability within the team.
- Ability to inspire others to attain goals and pursue excellence.
- Excellent organisation skills and the ability to work in a fast paced department working to strict deadlines.
- Excellent knowledge of the LAA Crime Contract 2017 and good knowledge of the Crime Contract 2010.
- An excellent knowledge of the financial aspects of legal aid billing and LAA rules.
- Excellent communication skills, both oral and written.
- 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.

- Ability to assist others to develop as leaders while serving as a role model and mentor.
- Excellent IT skills including the ability to utilise and improve a case management system.
- Good working knowledge of legal databases.
- Commercial attitude with ability to practice good financial management of files and caseload.
- Ability to work on own initiative.
- Ability to identify opportunities for improvement and make constructive suggestions for change.
- Ability to manage the process of innovative change effectively.
- Ability to motivate the team to work together in the most efficient manner.
- 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.
- Enthusiasm for participation in the firm's charity and staff networking and social events.
- Well organised, with a clear and professional telephone manner.
- Well presented, enthusiastic, punctual, confident, and self-motivated with the ability to motivate their team.
- 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.
- Excellent customer service skills.
- Reliable, honest and trustworthy.
- Ability to impart information at different levels, as required.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.
- Have commitment to core values of hard work, business focus, transparency, integrity, team work, excellent communication and personal fulfilment.

Desirable aspects are:

- Higher Court Advocate with 5-7 years PQE.
- Marketing and networking experience.
- Business development experience.
- Experience of business planning.

This role offers the opportunity to join an established and developing law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as the department grows. Please send your CV and covering letter to sbirchall@kirwans.co.uk.