



THACKRAY WILLIAMS JOB DESCRIPTION

Position: Contentious Probate Solicitor
Location: Sevenoaks or London
Reports to: Head of Dispute Resolution

As part of our specialist Litigation Team this is a fee earning role requiring a proven track record in providing quality legal advice and assistance to clients along with being commercially astute. This role will ideally suit a lawyer with a solid foundation in contentious trusts and probate disputes.

With the ability to handle a busy caseload the role holder will need to demonstrate experience in contentious probate matters which might include

- Contesting the validity of Wills
- Inheritance disputes
- Trustee disputes
- Estate disputes

Having an understanding of the tax considerations related to these would be advantageous. The role holder will be required to effectively manage cases through to successful resolution with minimum supervision and will work closely with our Private Client teams in building a caseload. The ability to develop existing and new client relationships is a must. Advice given must be accurate and comprehensive and in line with the Firm's risk management procedures.

The department is growing and is an integral part of the future plans for Thackray Williams. As such enthusiasm for business development and marketing is a must, in line with the strategic business plans of the department and the wider firm. As a 'new' role within the firm, business development and marketing skills with the ability to build a caseload are a must.

Having a collegiate and collaborative approach to the team and the wider firm is also important.

Main Duties and Responsibilities of the Role

- Running and managing own files, delegating to trainees and legal assistants as appropriate;



- Progress instructions in accordance with established procedures of both good practice and the firm's quality system and risk management processes
- Be fully involved in marketing activities and maintain appropriate professional relationships with referrers and clients
- Interact directly with clients, manage their expectations and meet their deadlines;
- Work in a cross-disciplinary way with other departments within the firm and on a cross-referral basis (promoting the services of teams from across the firm whenever the opportunity arises)
- Introduce new clients to the firm
- Identify and attend appropriate networking opportunities
- Effective financial file management in conjunction with the Head of Department, complying with the SRA accounts rules
- Organise and maintain tidy and accurate files both in hard copy and electronically
- Play an active role within the team and support other team members during busy times
- Take responsibility for delegated work, ask for guidance in respect of matters that are unclear and report errors which need to be resolved
- Involve support staff in an effective way
- Adopt knowledge-sharing behaviours at team, departmental and firm level
- Comply with the requirements of the SRA's Continuing Competence Statement and identify specific training needs
- Attend appropriate informal and formal training
- Promote the firm's core values and branding
- Undertake such duties and tasks that are appropriate for the role of Solicitor such as changes in information systems and new technology as may reasonably be required

Personal Specifications

- At least 5-7 years PQE with substantial experience in contentious probate matters, knowledge of related tax implications would be advantageous
- Excellent written and oral communication skills
- Excellent IT skills in particular Outlook, Word and Excel
- High quality educational and technical background
- Self-motivated, self-confident and able to work with minimum supervision or secretarial support
- Able to relate to clients at all levels and demonstrate excellent levels of client care
- Good team player with collegiate and collaborative approach
- Able to forge and develop business relationships with an enthusiasm for networking and business development
- Commercial acumen and appreciation of financial fundamentals
- Genuine desire to be involved in the future growth plans for the firm



- Must be able to evidence that they meet or exceed our Core Competencies for Fee Earners which will be provided to candidates if they are successfully selected for interview.

Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of;

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies aligned to this role are those are;

- Fostering Teamwork
- Motivational Support
- File Management
- Building Rapport
- Professional Development
- Business Perspective
- Expanding the Business
- Organising and Prioritising

The successful candidate will be expected to evidence that they meet these core competencies during the interview process.