



Solicitor - Family JOB DESCRIPTION

Smith Partnership is a leading law firm in the East Midlands and Staffordshire. A forward thinking and progressive firm employing around 200 staff throughout 5 offices.

Job Title:	Solicitor
Department:	Family
Hours:	Full time would consider part time
Location:	Burton / Swadlincote
Reporting to:	

Main Purpose:

The ideal candidate will have hands-on experience in family and matrimonial law, a strong interest in providing expert legal advice, and the ability to work effectively within a collaborative team.

Job Content – Main Duties, Tasks, and Responsibilities:

- **Client Advisory:** Provide advice on a range of family law matters, including divorce, separation, financial settlements, child arrangements, domestic violence, pre-nuptial agreements, and cohabitation disputes.
- **Legal Research and Drafting:** Draft legal documents, including divorce petitions, consent orders, financial consent orders, and other relevant family law documents. Conduct legal research to support case strategy.
- **Client Liaison:** Maintain regular communication with clients, providing clear and professional updates on the progress of their cases.
- **Court Appearances:** Attend court hearings as required, including for applications in family proceedings such as financial settlements, child arrangement orders, and non-molestation orders.
- **Team Collaboration:** Work closely with other members of the family law team to ensure that cases are managed efficiently and in line with legal requirements. Participate in team meetings and contribute to the development of team strategy.
- **Business Development:** Contribute to the growth of the family law practice by assisting in the firm's marketing initiatives, client relationship building, and providing referrals where appropriate.

GENERAL

- To promote the image of the firm at all times as a professional, effective and efficient provider of legal services.
- To perform any task or duty under the reasonable direction of senior staff within the firm.

STAFF MANAGEMENT

- Responsibility to provide general advice and assistance to staff and managers – including training and development needs.

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties, which fall within the remit of this role. This Job Description covers the current range of duties and will be reviewed from time to time. Smith Partnership reserve the right to change the Job Description if the business requires it.



**Solicitor – Family
PERSON SPECIFICATION**

Requirement	Essential	Desirable	How assessed
Education & Qualifications			
Educated to Degree level or equivalent experience	Y		A
Current practising certificate	Y		A
Commitment to ongoing professional development	Y		A/I
Experience			
0-5 PQE solicitor with a strong background in family law, ideally with experience in divorce, child arrangements, financial settlements, and other matrimonial matters.	Y		A/I
Experience of handling a case load of family law matters with minimal supervision, demonstrating the ability to manage competing priorities.	Y		A/I
Familiarity with the latest family law legislation, practices, and procedures.	Y		A/I
Ability to demonstrate empathy and sensitivity while working on often complex, emotional, and high-pressure cases.	Y		A/I
Demonstrated ability to work within a team and collaboratively on complex cases.	Y		A/I
Professional Knowledge and Skills			
Experience in handling cases involving high-net-worth individuals and complex financial settlements.	Y		I
Knowledge of legal technology and case management software.	Y		I
Desire to build and develop client relationships, with an interest in business development.	Y		A/I
Excellent verbal and written communication skills with the ability to build rapport with clients, colleagues, and external professionals	Y		A/I
Excellent planning and organisation skills	Y		I
Personal Attributes			
Strong analytical and problem-solving skills.	Y		I
Ability to work under pressure and meet deadlines.	Y		I
Empathetic approach, with the ability to handle sensitive and sometimes emotionally charged situations.	Y		I



High level of attention to detail and organisational skills.	Y		A/I
A proactive and enthusiastic approach to career development and further legal education.	Y		I

This job description may be amended at any time in consultation with the postholder.

Line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____