

Associate or Senior Solicitor

Court of Protection Health & Welfare

Manchester





About the Role

What are we looking for?

We are currently looking to recruit an Associate or Senior Associate Solicitor working as part of our Court of Protection - Health and Welfare team in Manchester, who is 4 years PQE.

Where will you be based?

This role will be based in our Manchester office, but we may expect you to travel and work from other offices from time to time.

How many hours will you be working?

This is a full-time role which is 35 hours per week, however at EMG Solicitors we work flexibly, it's not a 9 to 5 role, but we do expect the work to be done, when you do it can be largely up to yourself, your Team Leader and the requirements of your clients.

A brief overview of the role:

This role works within the Court of Protection - Health and Welfare. We actively support one another and place a great deal of emphasis on teamwork. The successful person will undertake fee earning work and provide a profitable contribution to the work of the department. They will ensure the successful development of the department and of the firm in line with the business plan, through extensive networking and business development whilst ensuring the Client's needs are met as soon as possible and deal with any issues that arise for them.

What will we expect from you:

Undertaking work

You should be passionate about providing:

- o Support to your colleagues.
- o To undertake your duties professionally and with the utmost skill and care.
- o We take the view we stand and fall as a team - you will need to work both on your own and as part of a team.
- o To always put clients first and respect their confidentiality at all times.



About the Role

Getting paid for the work you do.

- You will be tasked with undertaking fee earning work and provide a profitable contribution to the work of the department, aiming towards its successful development.
- You will conduct matters on behalf of clients with all due diligence, in particular ensuring excellence in respect of technical advice, client service, user-friendly language. Ensuring that Client's needs are met as soon as possible and deal with any issues that arise for them.
- Participation in business development and marketing activities whether on a firm wide, departmental and/or office basis is a key part of the role, in particular in relation to the development of the Court of Protection Health and Welfare Department.
- You will be responsible for financial control, including taking monies on account of fees and disbursements when possible and appropriate, record time accurately and in line with chargeable and non-chargeable time targets.
- You will agree fees with client in advance of billing, whether by agreeing fixed fees or hourly rates with fee estimate (where applicable).
- You will bill matters promptly and appropriately, seeking to maximise recovery of time spent. Making sure you are billing in line with Court of Protection rules.

To be able to perform this job you will need.

- You will be a qualified Associate Solicitor with a minimum of 4 years PQE or more.
- Law Society Mental Capacity (Welfare) Accreditation would be desirable.
- A good knowledge of Legal Aid funding.
- Established contacts with referral sources such as advocacy organisations and the Official Solicitor.
- Excellent technical legal knowledge.
- In terms of qualifications, a good standard of education is required, as well as strong typing/secretarial and Microsoft skills including Excel and Word. Use of management system would also be beneficial.
- Key skills needed for the role are excellent communication skills, teamwork, attention to detail and ability to use initiative.
- You will be confident attending networking events and building new relationships to generate business for your department, but also cross-referrals where possible.
- Ensuring the firms procedures are always adhered to and followed, respecting client confidentiality at all times.
- You will need to have the confidence to inform the team leader of any serious problems you could encounter with client files.
- You will need to have a positive attitude, with a willingness to learn and complete any relevant training as required.



What we're Looking For

A little bit about us:

We are an award-winning Legal 500 Boutique law firm with offices across the North. We provide a range of legal advice to both private individuals and businesses across the region and nationally.

Our mission is: We provide the legal support our clients require in order to achieve anything from their basic needs to their wildest dreams and everything in between.

We specialise in Court of Protection, Deputyships, Family Law, Residential Conveyancing, Commercial Property, Litigation & Disputes and Wills, Trusts & Probate Services.

A little bit about the colleague we're looking for:

We're looking for a colleague who aligns with our core values of:

- **Cooperation** - we proactively support our clients and each other.
- **Courage** - we are ambitious and think big.
- **Excellence** - we deliver excellence.
- **Integrity** - we are open and transparent.
- **Kindness** - we value people, communities, having fun and being happy.

We want someone who will work proactively to deliver exceptional client service through the knowledge and skills they bring to the role. We want someone who will go the extra mile for both their clients and their colleagues, so we can **all** achieve anything from our basic needs to our wildest dreams and everything in between.

Some of the behaviours we want to see demonstrated in this role:

Co-operation – You will need to work proactively together with your team towards your common goals, letting them know when you are able to help.

Courage – You have the courage to ask questions and expect a helpful answer. There is never a stupid question

Excellence – You communicate effectively to manage clients and colleagues expectations.

Integrity – You will work in a way which demonstrates fairness, openness and honesty offering training and sharing knowledge. If you do happen to make a mistake, we would want you to raise these with your supervisor without fear of any reprisal.

Kindness – We ask that you listen, encourage participation and allow people to be heard, noticing when colleagues and clients may need an extra hand and an offer of help.



What We Offer

What you can expect from us:

We take pride in our employment offer and believe it has something to appeal to everyone, but we're always reviewing our proposition to make sure it remains competitive and relevant.

We provide a full complement of training to support you and develop you in being the best you can be in your role; this starts with a comprehensive induction to really help you settle into your new role.

In addition to a competitive salary, we offer a bonus scheme which is paid equally to everyone across the firm on an annual basis dependent on the hours contracted to work and the colleague's length of service within that year of employment.

Our pension scheme is currently run through Standard Life and our employer contributions are 4%, we also provide death in service cover of three times salary.

Holidays are 25 days per year plus Bank Holidays and we also have 3-days non-contractual leave at Christmas, these holidays are all pro rata for colleagues who work part-time. On each 5th year of employment, you receive an additional 5 days holiday for that year.

We like to celebrate things, so for your birthday you will receive a £50 voucher to spend on anything you like and to give you time to spend it, you can have a late start or early finish on or around your birthday. We also want you to enjoy Christmas, so we give all our colleagues a £50 voucher at Christmas as well.

To help you stay fit and well we provide free flu jabs to those colleagues who want one and for colleagues who are having babies we support them through Dear Bump, providing welfare packs and support through your pregnancy.

Our YODHA App. provides colleagues with free health advice and access to counselling, on-line GPs and physiotherapy as well as providing discounted shopping. And finally, if you want to take the family or friends out, we have two passes for Beamish open air museum which you can book out and take up to 10 people to the museum free of charge.

And by living our values through the EMG way,
this is how our clients describe us:

COMMUNITY-MINDED.

PHILANTHROPIC.

Do the right thing.

mindful.

Interested. *

GO THE EXTRA MILE.

Inclusive.

DIVERSE. OPEN.

Trustworthy.

Approachable.

Patient. Positive.

growing.



emgsolicitors

Supporting Clients. Protecting Assets. **Changing Lives.**

Offices across the North.

Durham. Darlington. Newcastle. Penrith. Manchester.

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