



Job Description: Senior Practice Manager

REPORTING TO: Senior Clerk (SC)

KEY CONTACTS: Members of Chambers, Chief Operating Officer (COO), Deputy Senior Clerk (DSC), Head of Finance, Clerks

OVERALL

Provide a first-class clerking service to clients and Members of Chambers, drive practice development and contribute to the overall strategic success of Chambers and the development of a highly able, cohesive and supportive clerking and administration team.

KEY ELEMENTS OF THE ROLE

Practice Development

- Proactively manage practices by developing good working relationships with barristers in your group, discussing their practices with them regularly and keeping them informed of the status of their diaries.
- Actively look for opportunities to develop the practices of the barristers in your group when talking with clients.
- Keep abreast of the practices of barristers not in your group by consulting the SC and other clerks.
- Identify and put forward ideas for developing barristers' practices to individual barristers and to the SC.

Management of Clerking Team

- Take responsibility for the performance, training and development of practice managers and junior clerks in your team.
- Directing and supervising practice managers and junior clerks to ensure that tasks are completed to the required standards.

Clerking

- Negotiate complex brief fees and terms of work.
- Allocate incoming instructions and briefs to appropriate barristers (taking into consideration the wishes of the client, barristers' practices and practice development).
- Plan ahead and oversee your team to ensure that all deadlines are met, monitor work in progress and, where necessary, chase barristers for the return of their work.
- Ensure that lodging of documents is done correctly by more junior team members.

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- Monitor diary entries and liaise with clients to ensure all briefs are received promptly to allow sufficient preparation time for hearings.
- Ensure that all relevant information is entered into the computer system and is kept up to date.
- Process and verify time sheets to ensure they have been completed correctly with work charged at the correct rate.
- Ensure that clients are billed appropriately, accurately and as quickly as possible.
- Respond to all queries raised in respect of work billed.
- Liaise with the Practice Manager and Assistant Practice Manager regarding listing appointments in order to achieve the most suitable dates wherever possible.
- Ensure that you and your team meet clerking standards developed within chambers and adhere to written or 'good clerking practice' systems and procedures; contribute to the development of such standards, systems and procedures.
- Ensure that you have a clear understanding of the rules regarding Public Access, Conditional Fee Agreements and those governing provision of services to foreign lawyers and overseas clients.

Business Development

- Contribute to marketing plans and assist with the running of any marketing initiatives.
- Attend Chambers marketing initiatives as directed by the SC or DSC, both domestic and overseas.
- Welcome clients and visitors to Chambers; look for opportunities to meet with key clients when they visit Chambers.
- Review the Chambers web site and marketing material to ensure that details concerning barristers in your group are correct and up to date.

Team Membership & Contribution

- As a senior leader, support your team and liaise regularly with other members of the team, in particular the SC, COO and DSC.
- Cover for other team members, particularly the SC and DSC, during temporary absence, holidays and sickness.
- When the receptionist is away from their desk, take responsibility for ensuring (by yourself or others) that callers and visitors are treated appropriately.
- Undertake other reasonable tasks as directed by the SC or DSC from time to time.

Training & Personal Development

- Look for opportunities to improve your own understanding, skills and abilities through reading articles, discussing issues with barristers and senior members of staff, in house training events and external courses.