

JOB DESCRIPTION AND PERSON SPECIFICATION: Assistant Practice Manager – Public Law

Closing date:	Tuesday, 15 October 2024 at 12:00pm (noon)
Contract:	Full time (42.5 hours per week) and permanent, shift system between 8:00am and 6:30pm
Salary:	£30,000 per annum plus discretionary bonus and benefits
Location:	London
Interviews:	Thursday, 17 October and Monday, 21 October 2024 [<i>please keep free</i>]
Start Date:	ASAP and depending upon notice period

The Role: Assistant Practice Manager

Reporting to a Director of Clerking, and as part of a friendly and experienced team, you will provide a full range of practice management and administrative support, including diary and case management. The team support over 50 leading public law practitioners, who act in some of the most high profile and newsworthy cases – from the Rwanda litigation to the Post Office Inquiry. The work is fast-paced, important and always interesting. This is a fabulous opportunity for a candidate who has previous junior clerking or relevant suitable experience and is ready to step up and take on more responsibilities, or for a bright graduate looking for a role in professional services. Opportunities for development and advancement are excellent.

Key Responsibilities:

- Diary and Practice Management
- Case management and allocation
- General Support

Diary and Practice Management:

- To assist the Practice Manager with the diary and practice management of the members of the team, including recording instructions, creating new cases and new contacts, and maintaining all existing records.
- Communicating with instructing solicitors and clients by telephone, email or in person in a professional and timely manner relating to all aspects of work for Counsel.
- All aspects of diary work, including fixing hearings, conferences and advising Solicitor's / Counsel's availability.
- Allocating new work in accordance with Chambers' procedures and standards, and under the direction of the Director of Clerking and Practice Manager.
- Liaising with the tribunals, courts and other bodies, including lodging documents at court.
- Maintaining high levels of client service and administrative standards generally.

Fees and Financial Management:

- Agreeing fees for advisory work, inquiries and hearings (written advisory work, consultations and brief fees), under the supervision of the Director of Clerking and Practice Manager.
- Recording fees for work done, processing outstanding fees and billing where appropriate.
- Confirming in writing, where necessary, all agreements made on fees for work done, or estimates for work to be done.

General Support

- Attendance at Chambers' and clients' functions when requested.
- Assistance in other areas of Chambers' practice.
- Administrative support for the Senior Practice Management team.
- Reporting any errors, problems or mistakes which may give cause for concern or complaint by, or on behalf of, any barrister or client.
- Contribute to and help build a strong team with good relationships and high levels of communication.
- Play an active role in team and staff meetings.

Key relationships:

- Barristers and other practice managers in the team.
- External clients and other stakeholders

The Candidate (Person Specification)

We are looking for a candidate who has the following:

1. Excellent communication skills (verbal and written) and good numeracy skills.
2. Ability to multi task and operate within a fast-paced and demanding environment.
3. A confident and positive attitude.
4. Ability to work on own initiative, and be able to know when appropriate to seek help, as well as being team focussed.
5. Good IT skills, including Microsoft Office.
6. Demonstrable interest in the practice areas covered by our Public Law team.
7. Previous experience as a junior clerk or other relevant suitable experience (desirable).
8. 3 A-level qualifications equivalent or equivalent, or relevant degree standard qualification (desirable).

Some of these above may be demonstrated through extra-curricular activities or voluntary work rather than formal employment.

Key Relationships:

The Assistant Practice Manager works closely with other practice managers in the team.

Our London office is open Monday to Friday from 8:00am to 6:30pm. Flexibility around working times, including being available to work outside usual office hours (mornings and evenings), is required. You will be required to work on a shift system basis between 8:00am and 6:30pm.

Although most of our team work a mix of in-office and home working, we are predominantly office based. We aim to be as flexible as we can, taking into account the role and the needs of the business as well as individual preferences and circumstances. Following a successful office-based probation and training period, and subject to business need, this can be a hybrid role with the opportunity to work 80:20 (office : home).

About Us: 39 Essex Chambers

We are a leading barristers' chambers with offices in London, Singapore and Kuala Lumpur. We are made up of 158 barristers, of whom 57 are King's Counsel, along with a staff team of 52.

We work in a wide range of sectors and practice areas of law, specialising in Commercial & Construction, Planning, Environment & Property, Public Law and Civil Liability Law, throughout the UK and internationally. Many of our cases are high profile – you may have seen or read about them in the media.

In all of our work we aim to provide an excellent, efficient service to all of our clients, giving sound practical advice and explaining legal issues in clear terms.

Our values

We know that it is important to understand what unites us as a group of members and staff - this is key to our continued success.

Our values are:

- Excellence** - We aim for nothing less than excellence in the service that we offer our clients. We promote and support the success of every individual, no matter what their role.
- Inclusivity** - We are friendly, welcoming and open in our communication. We celebrate difference and expect everyone to have a voice and to be heard.
- Innovation** - We encourage creativity and new ideas. We welcome change and are not afraid to do things differently.

Our culture is open, friendly, supportive and caring. Our staff have the opportunity to develop and grow on their own path. We foster and support ongoing learning and development, with many of our staff studying alongside working with us.

We trust our staff team with responsibility and are open to everyone's ideas about their own futures and how to take the business forward.

While we work hard, we believe in a healthy work / life balance and endeavour to make sure

that work is enjoyable and rewarding. We want to understand the needs of everyone on our team - so that they feel well supported.

39 Essex is an Equal Opportunities Employer. Our culture is open and supportive, and we are committed to equality, diversity and inclusion. We base all our employment decisions on merit, job requirements and business needs. We encourage and welcome applicants from people of the global majority, those with disabilities, members of the LGBTQIA+ community, women and candidates from groups which are under-represented in the legal sector.

What we can offer you

- A full time (42.5 hours) and permanent role.
- A starting salary of £27,000 per annum.
- 23 days' holiday increasing by 1 day each year to a maximum of 25 days, plus bank holidays.
- Following a successful probationary period, access to our private medical scheme, ride to work scheme, private GP service, life assurance, employee assistance programme, interest-free season ticket loan, discretionary bonus scheme, annual eye test along with additional paid leave including ½ day birthday leave, 2 days religious leave, 2 days annual slow travel leave and 1 'give back' day.
- Chambers offers a group pension scheme paying 6% of salary into an individual's pension scheme where the employee contributes at least 3% of their salary. This is available after successful completion of a probationary period.
- A modern and spacious office space with showers, bike storage and games room.
- Our office is well situated. We are close to tube and overground stations, as well as Lincoln's Inn Fields (the largest public square in London).

How to Apply

Please send a completed application form, along with the Equality & Diversity monitoring form, to recruitment@39essex.com. Please ensure that you put **'Assistant Practice Manager'** in the email subject heading.

CVs will not be accepted.

If you have any questions about the role, please do not hesitate to contact Sheraton.Doyle@39essex.com or Peter.Campbell@39essex.com. For questions about the process, please contact Celia.Grace@39essex.com.

Please see our [website](#) for general information about recruitment at 39 Essex Chambers.

We will make reasonable adjustments to enable disabled candidates to demonstrate their suitability for the position. Please contact us at recruitment@39essex.com.

The closing date for applications is **Tuesday, 15 October at 12.00pm (noon)**. Applications received after this time will not be considered.

Please note:

We may not be able to respond to every candidate individually. You will, however, receive an automatic reply to your email acknowledging receipt of your application.

We will only consider applications from individuals who are eligible to work in the United Kingdom.

What our staff say

"I have loved working here and the clerks' room is the best clerks' room I have worked in both in terms of the calibre of the staff and just how nice everyone is. It really is a wonderful place to work."

"I have never joined an organisation where so many people have welcomed me so warmly and made me feel at home, both at the Christmas Party and today. It was lovely to be thanked for attending the party."

"The staff team really make 39, I have never worked in a Chambers quite like it. I really enjoy work and I have made great friends. I would also like to say how friendly and accommodating the senior staff are – they are very approachable and supportive."

"I have been very happy at 39. It is a unique chambers – everyone is so nice, there is always someone to speak to, and it's great socially. There is no other set like it and it's really nice to work here."

"A very unique aspect of Chambers is the support for career development. Chambers cares about this and is very accommodating. It's something I've really appreciated. It also has a lovely culture that I've really enjoyed"

#shinewith39

