

JOB DESCRIPTION AND PERSON SPECIFICATION: Practice Manager - Civil Liability

Closing date:	Wednesday, 1 July 2026 at 12:00pm (noon)
Salary:	Competitive and depending on experience, discretionary bonus and benefits
Contract:	Full time (42.5 hours per week) and permanent
Location:	London
Interview:	Tuesday, 7 th & Wednesday, 8 th July in London [<i>please keep free</i>]
Start Date:	ASAP and depending upon notice period

The Role: Practice Manager – Civil Liability

Reporting to the Director of Clerking, your duties will include work generation, business development, fee negotiation, court liaison and diary management for a team of barristers as well as day-to-day management of more junior team members. The work is fast-paced, challenging and always interesting.

Key Responsibilities:

- Business Development and Marketing
- Diary and Practice Management
- Fees and Financial Management
- General Support

Business Development and Marketing

- Participating in the business development and marketing of Chambers.
- Attendance at Chambers' and clients' functions as required.
- Developing and maintaining strong relationships with key contacts.

Fees and Financial Management

- Negotiating, recording and agreeing fees for hearings and work done.
- Confirming in writing, where necessary, all agreements made on fees for work done, or estimates for work to be done.
- Chasing outstanding fees (when credit control encountered with specific clients).
- Responsible for Legal Aid billing, dealing with assessments and general Legal Aid related queries.

Diary and Practice Management

- 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.
- Ensuring effective and efficient diary management, including fixing hearings, conferences and advising Solicitor's / Counsel's availability.
- Allocating new work in accordance with Chambers' procedures and standards, ensuring fair distribution to barristers.
- Liaising with the tribunals, courts and other bodies.
- Dealing with the fixing of cases in all divisions of the High Court.
- If required, maintain and complete Management Information Reports, ensuring key issues are identified.
- Maintaining high levels of client service and administrative standards generally.
- Attend and contribute to practice development meetings with the Director of Clerking.

Other Responsibilities

- Assistance in other areas of Chambers' practice.
- 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.
- Such other tasks as may reasonably be required from time to time.

Key Relationships:

The Practice Manager joins the Civil Liability Team, including this post a team of six: Director of Clerking, three Practice Managers and two Assistant Practice Managers. The team supports around 50 barristers. As Practice Manager, key relationships are with team members, barristers, and new and existing clients.

The Candidate (Person Specification)

We are looking for a candidate who has the following:

- Experience of practice management within a barristers' chambers or management in professional client services.
- A confident networker, with a proven record of spotting and capitalising on opportunities for business development and building and maintaining client relationships.
- Client focussed, committed to providing a professional and quality service.
- Excellent communication and interpersonal skills, and the ability to negotiate and influence outcomes.
- Able to work effectively as part of a team, with a demanding workload and in a high-paced environment.
- Experience in or demonstrable interest in the area of civil liability law.
- Good IT skills, including Microsoft Office Suite. Experience of LEX case management system (or other chambers case management software) desirable.
- Two A-level qualifications equivalent, or relevant degree standard qualification (desirable).

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

What Chambers can offer:

- A full-time (42.5 hours) and permanent role.
- A competitive salary depending on experience, and discretionary bonus scheme.
- 23 days' holiday, increasing by 1 day each year to a maximum of 25 days, plus bank holidays.
- Following a successful probationary period, our discretionary benefits include access to our private medical scheme, ride to work scheme, private GP service, life assurance, employee assistance programme, interest-free season ticket loan, annual eye test, along with additional paid annual leave including ½ day birthday leave, 2 days religious holidays, 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.
- 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).

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, Dubai and Kuala Lumpur. We are made up of almost 200 barristers (including 55 King's Counsel), along with a staff team of 53.

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

Our values

- 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 we try hard 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.

We have recently been awarded the *Investors in People Silver Awards* accreditation. This globally recognised accreditation acknowledges the quality of our leadership and how well our people are supported and managed in the workplace.

Equality, Diversity and Inclusion

39 Essex Chambers is an Equal Opportunities Employer. Our culture is open and supportive, and we are committed to equality, diversity and inclusion. We encourage and welcome applications 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.

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 **'Practice Manager - CLG'** in the email subject heading.

CVs will not be accepted.

If you have any questions about the role, please contact Jamie.Tucker@39essex.com.

For questions about the process, 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 **Wednesday, 1 July 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

