



ABD legal Services Ltd

Job Title:	Head of Department - Conveyancing		
Department:	Conveyancing		
Location:	We have offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett & Swindon. The location of this post is flexible and can be discussed with candidates.	Travel Required:	Yes, if required to other office locations
Level/Salary Range:	Competitive plus bonus and additional benefits	Position Type:	Full time, permanent
Line Management Responsibility for:	Conveyancing Team Leaders	Date Posted	
Specific Responsibility to:	Management Board		
Date Posting Expires:	Closing Date:		

Job Description

About Awdry Law:

Established in 1750, we are an award-winning firm having been presented in the past with the Law Society's Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett, and Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London, and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families, and businesses.

Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring, and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment so in return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.

We also want people to enjoy working here and we aim to do this by creating a positive, supportive, and forward-looking environment. Our values are the platform upon which everything is built - excellent client service and making this a great place to work.

Our Values:

Everything starts with you:

People Matter whether you are a client or part of our team.

Always driving forwards:

We always show ambition and energy to achieve results.

Be brilliant:

We create positivity, excellence and innovation.

Every person, every time:

We are consistent and reliable and give our best every time:

Role and Responsibilities

Job Purpose:

To provide clear direction and leadership to a successful and very well-regarded Conveyancing team, ensuring that overall day-to-day operations run smoothly and to help guide and shape the strategic direction of the department. You will be expected to motivate, lead, train and manage staff, setting appropriate goals that work towards making Awdry Law an inspiring and successful place to work.

To be responsible for the overall fee income target for the department,

Typical Activities:

Responsibility for: -

- Managing and leading your team by example and being proactive and accessible.
- Setting goals and expectations for your team and for understanding how your team's performance fits into the overall strategy of the firm.
- Analysing existing processes, driving improvements, recognising when change is needed and managing that process
- Provision of training to new and existing staff
- Setting high standards for client service (both internal and external)
- Focus on long term growth and profitability of your team
- The production of management information and data
- Execution and delivery of business projects for which you are responsible
- Ensuring compliance with GDPR
- Managing & evaluating staff performance and retention of staff in their team

Responsibilities related to your particular department:

- Build networks and contacts in Conveyancing with local businesses and Estate Agents
- Build and develop strong and profitable client referral relationships

Support with: -

- Contributions to Management Team meetings
- Production of Marketing material (if applicable)
- Recruitment and onboarding processes

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Skills

- To be able to challenge the status quo in a constructive and positive way (E)
- Good technical knowledge of all relevant aspects of residential conveyancing (E)
- Excellent communication skills, both written and verbal (E)
- Great interpersonal skills (E)
- Strong networking skills (E)
- Able to make decisions and problem solve, providing direction when required (E)
- Excellent time management
- To show flexibility in the way that you work (E)

Experience

- Able to demonstrate strong people skills with experience of managing teams (E)
- Experience of fee earning (E)
- Experience of performance management (D)
- Experience of working at Management Board level (E)

Behaviors:

- To demonstrate energy, resilience, enthusiasm, and positivity (E)
- To be fair and honest in all your dealings (E)
- Value team spirit, seeking to build a successful team (E)
- To always demonstrate a professional manner (E)
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Qualifications

- Qualified Solicitor (D) or
- ILEX (D) or
- Licensed Conveyancer (D)

Additional Notes:

You will be expected to attend all update training as required.

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	Managing Partner	Date:	13102023
Approved By:	Managing Partner	Date:	13102023
Last Updated By:	LL	Date/Time:	19102023