



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 excellent additional benefits	Position Type:	Full time, permanent
Line Management Responsibility for:	Conveyancing Team Leaders	Specific responsibility to:	Management Board
Job Description			
<p>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</p>			
<p>Why You'll Love Working with Us: Join us and be part of a culture that values creativity, hard work, individuality, ambition, and fun! We offer competitive pay, fantastic employee benefits, and the opportunity to grow in a thriving, forward thinking environment. And yes, our legendary social outings are not to be missed! This is more than a job; it's a chance for you to develop new skills and be part of our success.</p>			
<p>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. Our values are the platform upon which everything is built:</p>			
<p>Everything starts with you People matter, whether you are a client or part of our team</p>			
<p>Always driving forwards We always show ambition and energy to achieve results</p>			
<p>Be Brilliant We create positivity, excellence, and innovation in all we do</p>			
<p>Every person, every time We are consistent and reliable and give our best, every time.</p>			

Role and Responsibilities

The Opportunity:

This is an exciting and rewarding role for the right candidate. You would fit into in a successful and well-run department with a good management structure consisting of excellent Team Leaders, a dedicated Professional Support & Development Lawyer and a highly efficient administrative coordinator. We also have superb case management and an experienced IT trainer as part of our own in-house IT team. It's a department with good staff retention and an emphasis on providing prompt and proactive client service. A good work-life balance is important, and our business model is based around three elements of great service, higher legal fees and manageable file numbers so everyone has an opportunity to do their very best work.

We're looking for a candidate with outstanding people skills and great business acumen. You must be passionate about motivating team members to progress and develop and have the drive and ambition to run an efficient and profitable conveyancing department. You will not be required to run any of your own client files, freeing you up to put your focus on ensuring that your team is supported, productive and delivering the top-notch client service that makes us stand out. Salaried partnership plus further progression is available for the right person.

We're deliberately different to other law firms. Our values and positive culture make Awdry Law a fantastic place to work, so if you can balance your great people skills with the ability and initiative to continue the growth and success of the department, we want to hear from you.

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.
- To be responsible for the overall fee income target for the department,
- Analysing existing processes, driving improvements, recognising when change is needed and managing that process
- The development and provision of training to new and existing staff in liaison with the Professional Support & Development Lawyer
- 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/ HOD C	Date:	13102023/18/11/2024
Approved By:	Managing Partner	Date:	13102023/18/11/2024
Last Updated By:	LL	Date/Time:	18/11/2024