



ABD Legal Services Ltd

Job Title:	Litigation Lawyer	Job Category:	
Location:	Ideally, Chippenham, Devizes or Swindon	Travel Required:	Yes, as required to other office sites
Level/Salary Range:	Competitive and to include a performance related bonus	Position Type:	Full time, permanent however part time hours will be considered (minimum of 28 hours).
Line Management Responsibility for:	N/A	Date Posted:	
Specific Responsibility to:	Partner – Head of Litigation		

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.

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. 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:

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 in all we do

Every person, every time

We are consistent and reliable and give our best, every time.

The Opportunity:

To work within the Litigation department managing a caseload of general litigation. The successful candidate will be expected to be independent and “hit the ground running” but will have the support of the rest of the Litigation team including some secretarial support.

You will have excellent client service at the heart of what you do and will be expected to build your reputation and develop client business for the department, and the firm, through providing an excellent client service ensuring clients recommend us, and via networking and marketing activities. You will also be expected to produce articles, blogs and posts in relation to your areas of expertise to raise profile and awareness.

The successful candidate will be joining a small team which is currently split between the offices. You will be expected to liaise effectively and work with other teams, including the Commercial and Private Client teams.

Work is distributed within the department dependent on expertise and therefore the exact nature of the caseload you will have will depend on the areas you have expertise and interest in.

Typical Activities:

Responsibility for: -

- Managing your own caseload
- Fee income for all aspects of litigation work
- Identifying improvements and to plan innovatively for better service delivery.
- Developing and maintaining strong & profitable client relationships, critical to the success of the department.
- Consistently high level of service delivery to meet client’s expectations
- Building your own contacts and relationships to create new work opportunities

Support with: -

- Raising the profile of ABD and enhancing the reputation of the litigation department

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Minimum of three to four years’ fee earning experience (not necessarily PQE)
- Experience in at least one of the following:
 - Property litigation
 - Commercial litigation
 - Employment (acting for both employer and employee)
 - Shareholder and partnership disputes
- To have the ability to remain calm, polite and focused when dealing with different situations
- To have outstanding communication skills both verbal and written
- A high level of attention to detail
- The ability to build relationships and work collaboratively with colleagues
- To enjoy a varied workload and working at pace, sometimes under time pressure
- The ability to make sound decisions taking ownership when required.
- To present in a professional manner
- To be motivated, self-sufficient and to have excellent time management skills
- To demonstrate flexibility in approach
- To have excellent IT skills including Microsoft packages.

- Must have full UK driving license and own transport.

Desirable:

- It would be an advantage to have experience in more than one of the above three key areas and/or other types of civil litigation including property litigation, landlord and tenant, debt recovery, contractual disputes, professional negligence and personal injury

You will be expected to regularly assess your own training needs, in consultation with the head of department, to ensure your skills and knowledge are kept up to date and maintained.

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:	LL & RF	Date:	4.12.2024
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