



TRAINEE SOLICITOR VACANCIES X 2

JNP legal are currently recruiting three highly motivated Trainee Solicitors for our practice.

Our vision is to be a leading High Street Legal Practice and we want the best people in place to achieve this. Our continued success is built entirely on the talented people who work here, so employee development is important to us because everyone is a valued member of the team, and we want every individual to have the skills and capabilities to achieve both your own personal goals and our business goals. We want good people to join our company, to help our company continue to go from strength to strength.

JNP Legal is a forward thinking High Street Legal practice with three offices located in Merthyr Tydfil, Nelson, and Llanishen, Cardiff. We employ around 50 members of staff. The firm recognises that the quality of its service to clients depends directly on its staff and strives to provide the working environment that will enable you to do your best in all your duties for the practice.

The services we provide are mainly procured by individual clients and small companies within the locality. Our mission is to provide quality legal services at a price people can afford, ensuring access to justice for all. Our clients are people throughout South Wales who are in need of a broad range of legal services. They require solicitors who are accessible and able to provide expert advice on their legal matters affordably.

Training will be provided to an exceptionally high standard within the departments to which you are allocated. As part of your training you will complete the police station accreditation programme to become an accredited police station representative and work within a thriving practice which continues to offer Legal Aid to eligible clients. More information can be found on our website – www.jnplegal.org

The Role

The ideal candidate must have a “can do” flexible approach to work, be able to drive continuous improvement on own initiative and be a confident decision maker able to communicate at all levels of the organisation.

Under the supervision of the solicitor with whom you are working, you will be responsible for the running of files in the specified department in which you work together with dealing with clients.

The key tasks associated with the role are as follows:

- Taking initial instructions upon matters.
- Attending appointments and interviews.
- Advising clients on the law, conduct of cases and likely outcome.
- Arranging opening and management of files.
- Obtaining funding for clients.
- Instructions to counsel to trial.
- Preparing and conducting cases in all courts.
- In so far as regulations allow, advocacy on behalf of clients in all relevant courts and instructing counsel at court.

- Based on the work you undertake and the level of remuneration for that work targets and KPI will be set for you and reviewed regularly by the company. You will use your best endeavours to ensure that the targets and other KPI set by the company are met.
- Be effective in developing new work, both from existing clients and by seeking new clients for the departments in which you will work and the firm as a whole. Develop and support marketing initiatives.
- Administration of files within the department including billing, closing of files and storage.

You will report to solicitors and the Head of Department in whose department you work and be supported by the firms training principal in your role.

You will be responsible for ensuring that your legal knowledge is kept up to date. You will be required to undertake training and where relevant obtain qualifications in specific areas of law practiced by the firm and to comply with the SRA requirements in relation to your training contract.

Office location for this role is to be discussed with the successful candidates, however travel between offices, police station and courts is to be expected.

We are accepting applications for full time positions only for this role. The Hours are Monday to Friday 9am to 5pm with an hour for lunch.

Person Specification

- Excellent client care and organisation skills.
- Honesty and integrity.
- Law Degree (Minimum 2.1) and relevant post graduate LPC qualifications are essential.
- Excellent communication skills (both written and verbal) are essential.
- Excellent analytical skills are essential.
- Ability to work as part of a team with excellent inter-personal skills.
- Ability to meet deadlines and targets.
- Has a passion for excellence and can enthuse others to have the same
- Strongly determined and shows tenacity when facing challenging situations and feedback.
- Self-starter, capable of operating at a level well beyond day to day direction.
- Strong process orientation, logical thinker and analytical ability. You should demonstrate a sound understanding of legal operational processes and procedures.
- Fully computer literate, with particular focus on Legal Case management systems, Microsoft Excel, PowerPoint, and Word.

Application Process

- Applications by way of CV and covering letter to Miss Josie Flicker - Law@jnplegal.org.
- Closing date for applications 30.04.20.
- Contracts to commence 1.10.20.