

**SENIOR SOLICITOR/ASSOCIATE – DISPUTE RESOLUTION**

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| **Job Title** | Senior Solicitor/ Associate |
| **Jobholder** |  |
| **Salary Scale** | Competitive, dependent on experience |
| **Working Pattern** | Part time (3 days per week) |
| **Reports To** | Partner |
| **Job Purpose** | This is a standalone role to proactively manage a varied caseload from start to finish including property litigation, general civil litigation and employment cases. |
| **Management Responsibility for** | None |

**Main Duties and Responsibilities**

* Driving and managing forward the resolution of disputes, including handling cases in the Sheriff Court and Court of Session;
* Working independently from start to finish to provide effective legal advice to clients and fee earners on a variety of matters including general civil litigation, property litigation and employment matters;
* Identify and resolve any problems experienced by our clients in a professional manner;
* Build internal relationships to generate client referrals across the Firm;
* Meet or exceed individual financial targets;
* Prepare articles and blogs for the website and press/ professional publications;
* Adhere to firm processes in relation to financial policies, time recording and AML compliance;
* Maintain accurate records on the firms document management system.

**Skills, knowledge and experience**

* Previous experience of working in a similar role is essential and employment law and mediation experience are both desirable;
* At least 5+ years PQE;
* Good understanding of court practice and procedures;
* Excellent attention to detail and the ability to deal with competing priorities and deadlines;
* A commercial focus in managing workload effectively and efficiently;
* Mindset to exceed client expectations;
* Excellent interpersonal skills, both written and oral is essential;
* Able to build professional relationships with clients and third parties;
* Good working knowledge of Microsoft Office applications.

If you wish to apply for this role, please send your CV and Covering Letter, to include your salary expectations, via e-mail to [recruitment@murraybeith.co.uk](mailto:recruitment@murraybeith.co.uk)