

**Job Title:** Assistant Practice Manager  
**Reporting to:** Joint Directors of Clerking/Senior Practice Manager  
**Job Summary:** To provide a professional, effective and efficient support to Chambers. To act at all times so as to ensure that Chambers remains in compliance with the BSB Handbook.

**Day-to-day clerking responsibilities**

Working with the other members of your clerking team, in conjunction with the Joint Directors of Clerking, the Senior Practice Manager, Practice Managers and members of the other clerking teams. Responsibilities include, but are not limited to:

- Promoting members of Chambers and selling their services to clients and potential clients.
- Developing professional relationships with clients or potential clients of Chambers to help increase or maintain the level of instructions received from them.
- Allocating new work within Chambers.
- Recording instructions on Chambers Practice Management software.
- Creating new cases and new solicitors on Practice Management software.
- Communicating with instructing solicitors and clients by telephone, email or in person, in a professional and timely manner in relation to all aspects of work for counsel.
- Diary management, e.g. fixing hearings, conferences and advising solicitors of counsels' availability.
- Liaising with the High Court, County Court centres, and arbitrator clerks where appropriate.
- Agreeing fees for hearings and other work.
- Assisting with the collection of fees
- Attendance at Chambers' and clients' functions as necessary.
- Undertaking further continued training as appropriate for your role.
- Ensuring that arrangements are made with respect to communication with Members of Chambers, such as the forwarding of post, when they are likely to be away from Chambers for a significant period of time.
- Photocopying/printing/faxing papers to court (as necessary).
- Covering duties of other members of the clerking team when necessary.
- Liaising with other departments to ensure smooth running of Chambers.
- Assistance in other areas of Chambers' work as directed.

It should be noted that traditional "Junior Clerk" duties (Court runs, photocopying etc) are generally carried out by our team of Outdoor and Office Assistants, but some very occasional supervisory involvement should be anticipated.

**Timesheet entry**

- The regular collection and processing of barristers' timesheets onto the Practice Management software within established time guidelines; and
- Regular monitoring and updating of missing time/fee items onto the system via reports (training to be given)

## **Other/general responsibilities**

### **(a) Marketing**

Chambers seeks to promote itself actively with clients and potential clients. These activities may take place outside of normal office hours; therefore the post-holder may be expected to provide support (e.g. greeting guests etc) on a small number of occasions during the year.

### **(b) Cover for other duties**

The post holder may be asked to cover for clerks in the event of holidays, sickness absence or pressure of work, with priorities to be agreed with the Joint Director(s) of Clerking in the first instance or, if not available, the Senior Practice Manager.

### **(c) Other general duties (if required) may include:**

- Providing a courteous service to general enquiries.
- Arranging domestic and international travel and accommodation for Members of Chambers.
- Any other tasks as reasonably required by the the Joint Directors of Clerking, the Senior Practice Manager or Practice Managers.

Duties are subject to change dependent on the requirements of Chambers' business.

The Assistant Practice Manager will be based on the main clerks' desk.

All staff are required to:

- Work in a safe manner and identify any health and safety hazards and advise the Director of Operations.
- Ensure that conduct is not discriminatory and does not involve any harassment or victimisation.
- Ensure that the allocation of work is carried out fairly and that all Members of Chambers have equal access to the full range of work undertaken in Chambers (fairness meaning free from any form of unlawful discrimination be it on the grounds of race, colour, ethnic or national origin, nationality, citizenship, sex, gender re-assignment, sexual orientation, marital or civil partnership status, age, disability, religion or belief or pregnancy and maternity).
- To undertake continued training as appropriate for your role.