



KEATING
CHAMBERS

JOIN OUR TEAM
ADR ADMINISTRATOR -
FEBRUARY 2025

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Thank you for your interest in the role of ADR Administrator at Keating Chambers.

Keating Chambers is a leading set of commercial barristers' chambers, with a thriving UK and international practice, comprising 74 barristers (34 King's Counsel and 40 juniors) and four international members. Our barristers specialise in providing their services across the areas of construction and engineering; energy and natural resources; infrastructure and utilities; international arbitration; IT and technology; offshore construction and marine engineering; procurement and competition; planning; and associated professional negligence.

We are advocates of the High Court, and advance our clients' cases in the High Court, through to the Court of Appeal, Privy Council and Supreme Court. Keating Chambers' excellent reputation for advocacy is matched equally by our reputation for drafting and advisory services, at all levels. Barristers at Keating Chambers are frequently appointed as arbitrators, adjudicators, experts, mediators, and legal assessors. An impressive number of our senior barristers also sit in the UK Courts as Deputy High Court Judges in divisions such as the Technology and Construction Court, Crown and County Courts.

Keating Chambers' expertise extends across the globe. Our barristers have advised and acted in a wide variety of projects in most countries around the world.

*"AS THE STRONGEST SPECIALIST CONSTRUCTION SET IN THE COUNTRY...,
KEATING CHAMBERS TACKLES AN ARRAY OF SIGNIFICANT DOMESTIC AND
INTERNATIONAL DISPUTES"*

LEGAL 500 UK 2025

As the leading set in its field, Keating Chambers is proud of its modern approach to the management of chambers and barristers' practices. We recognise the importance of investing in our people to bring a diverse skill set and an approach attuned to the needs of our clients and our barristers. We invest in developing our practice management team and creating opportunities for progression and growth.

Keating Chambers is committed to promoting and advancing equality and diversity in all its dealings, including in the recruitment, development and retention of staff. We aim to provide a work environment in which all individuals are treated with dignity and respect. Keating Chambers has won numerous awards including Chambers of the Year at the 2024 Legal Cheek Awards. We were also nominated for the Outstanding Set for Diversity & Inclusion award at the 2023 & 2024 Chambers & Partners Awards and awarded a Wellbeing at the Bar certificate in 2023.

RESPONSIBILITIES

We are looking for an ADR Administrator to join our ADR Practice Management team. The ADR team has overall responsibility for all barristers who are nominated to act as arbitrators, mediators and adjudicators and work to directly resolve the disputes between parties. The ADR team is the professional link between this group of barristers and those who appoint them, be they individuals, companies, solicitors or other professional nominating bodies. This is a dynamic and international practice.

The responsibilities in the role vary widely. They include: day to day management of appointments using Chambers' online practice management system; invoicing and fee collection; managing barristers' diaries and travel arrangements; acting as an intermediary between barristers and clients to win new work; liaising with arbitral institutions and other ADR professionals; and planning meetings.

REQUIRED SKILLS

The opportunity would suit someone interested in a career in the legal sector. The role requires an energetic team player who can work unsupervised and under pressure. The candidate will require excellent people skills and the ability to build strong relationships internally among barristers, the wider staff team and externally with a range of clients.

Good literacy and numeracy skills are essential. You must be able to demonstrate excellent written and oral communication skills, enjoy using negotiation and persuasion skills and evidence problem-solving ability. You should be able to demonstrate a positive attitude in challenging circumstances, excellent time management and a keen eye for detail. You must be able discreetly to handle confidential information.

No previous experience of working in a barristers' chambers is required. The successful candidate will receive a full training programme.

BENEFITS

Salary is competitive based on qualifications, skills and experience. Benefits include 6% pension contribution, 20 days holiday plus bank holidays (rising to 22 days after one year and 25 days after two years). Further benefits on completion of probation include a bonus scheme, season ticket loan, permanent health insurance, private medical insurance and a half day 'birthday' holiday.

"THE CLERKING TEAM IS SUPERB. THEIR COMMUNICATION IS EXCELLENT, AND THEY KNOW THE PRACTICE FROM TOP TO BOTTOM, WHICH MAKES IT VERY EASY TO DEAL WITH THEM."

JOB TITLE: ADR Administrator - Salary £32,500 to £37,000

REPORTING TO: Joint Directors of Clerking/ADR 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 Bar Standards Board Handbook.

PLACE OF WORK: Keating Chambers, 15 Essex Street, London. The ADR Administrator will be based on the main Practice Management desk.

HOURS: 41.25 hours a week on a shift system between 8am and 6.30pm.

Day-to-day Responsibilities

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

- Administering instructions and appointments using Chambers Practice Management System including: setting up case files; recording terms of engagement and fee arrangements; logging work done; distributing Awards and Decisions; administration of bank account facilities and fund holding accounts; planning meetings; and invoicing work done.
- Collecting and processing of barristers' timesheets onto the Chambers Practice Management System within established time guidelines.
- Monitoring and updating missing time/fee items onto the system (training provided). Assisting barristers with the effective administrative management of their practices, including forwarding post; photocopying/printing papers; arranging travel/hotels.
- Communicating between clients and barristers in relation of all aspects of barristers' work, to ensure a high quality of service.
- Liaising on behalf of barristers, with the main arbitral institutions and arbitral bodies including ICC, LCIA, HKIAC, DIAC and other ADR professionals.
- Liaising with barristers to understand their unique selling points, desired cases and capacity for new work.
- Promoting barristers and selling their legal expertise and services to clients, who are mainly solicitors and other professionals.
- Developing professional relationships with clients to increase or maintain the level of work, cases and number of instructions received from them.
- Allocating and matching new clients and work opportunities with the most suitable barrister.
- Assisting with the collection of barristers' fees.
- Attending Chambers' and clients' marketing and business development functions.

Marketing

- Keating Chambers actively promotes its barristers through marketing and business development activities (e.g. conferences, seminars, dinners, and other social events). These activities may take place outside of normal office hours and outside London and the post-holder will be required to attend and support a small number of such occasions.

Cover for Other Team Members

- The ADR Administrator may be asked to cover for other team members 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.

Other General Duties

- Covering duties of other members of the practice management team when necessary. Liaising with other departments (including marketing, fees collection, and finance and administration) to ensure the smooth running of Chambers.
- Providing a courteous service to general enquiries.
- Assisting in other areas of Chambers' work as directed.
- Any other tasks as reasonably required by the Joint Directors of Clerking, the Senior Practice Manager or Practice Managers.

General Staff Requirements

All staff are required to:

- Work in a safe manner, identify any health and safety hazards to 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).
- Undertake continued training as appropriate for your role.

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

QUALIFICATIONS AND EXPERIENCE	ESSENTIAL	DESIRABLE
English and Maths GCSE minimum grade 5 or equivalent	✓	
2 A-levels or equivalent	✓	
A Degree		✓
A keen interest in working in the legal sector	✓	
SKILLS AND ATTRIBUTES	ESSENTIAL	DESIRABLE
Well presented, conscientious and reliable	✓	
Excellent organisational skills	✓	
Eye for detail and ability to work to high level of accuracy	✓	
Strong written and verbal communication skills including excellent telephone manner	✓	
Strong numeracy skills	✓	
Resilient and professional attitude	✓	
Ability to work in high-pressure environment, managing multiple demands and prioritising workload effectively	✓	
Strong IT skills with experience of O365	✓	
Discreet and able to handle confidential information	✓	
Ability to build relationships with range of people including team, colleagues, barristers and clients	✓	
Experience of arbitration/mediation/adjudication		✓