

OUTLINE JOB DESCRIPTION

Post: Deputy Senior Clerk/s

Reports to: Senior Clerk/s

Job purpose: To assist the Senior Clerk/s in the management and development of the practices of barristers at all levels of seniority and to assist in the ongoing management and development of clerking functions.

Overview of the role

Blackstone Chambers is a leading set of barristers chambers, specialising in commercial, public & regulatory, competition, sport, financial services and employment law. Based in the Temple, it has 122 barrister members and 41 staff members and recently moved back into fully refurbished offices overlooking Middle Temple Gardens.

Applications are sought for the role of Deputy Senior Clerk. Due to the impending retirement of Chambers' Senior Clerk, Gary Oliver, and the appointment of Derek Sutton and Adam Sloane as his successors as Joint Senior Clerks from 1 January 2025, Blackstone Chambers is looking to recruit new Deputy Senior Clerk/s. This is an exciting opportunity to join Chambers' dynamic Clerking Team. Applicants should have significant clerking experience and be able to demonstrate the necessary expertise to perform this important role.

Main Duties include:

- Practice development and maintenance which involves ongoing practice meetings, providing a view on market conditions and trends to support each barrister's practice and managing their needs and expectations.
- Client development and management which involves both proactive and reactive engagement with clients to ensure business retention with existing clients and growth with potential new clients.
- Case management, liaising with solicitors to manage case expectations such as resourcing/staffing, monitoring of fees/fee negotiation and tracking progress to ensure client satisfaction.
- Fee management, ensuring the billing and collection of barrister fees through close collaboration with the accounts team.
- A good understanding of terms of engagement - Standard Contractual Terms, COMBAR and additional clauses.
- Working knowledge of alternative funding arrangements - CFA's, Part CFA's, Legal Services Commission. Including sanctions.
- Coaching, mentoring and management of more junior members of the clerking team and post room. Creating positive working practices and environments.
- Marketing support which involves attending and, in some cases, organising client events.
- Managing and supporting members of Chambers with their wellbeing alongside their practice.
- Supporting members of Chambers that are returning to practice following parental or other leave, secondments, etc.
- Out of hours support.

Person specification

The successful candidate will have experience of working within a busy team, be approachable, well presented and have very good communication and organisational skills.

The role requires a calm and proactive approach and a willingness to adapt and learn is essential. The role will include oversight of the more junior members of the clerking team.

The successful candidate will be able to demonstrate, including through appropriate and relevant experience, that they can meet the following requirements:

- Ability to work in a busy environment.
- Ability to work efficiently in a team.
- Ability to prioritise and undertake a number of tasks.
- Demonstrate attention to detail and accuracy in handling and review of financial and practice data.
- Demonstrate full appreciation of issues of confidentiality in handling personal and financially sensitive data with an appreciation of the requirements of the GDPR legislation.
- Good people handling skills and telephone manner.
- Smart presentation and appearance (dress code: business attire).
- IT literate: a strong working knowledge of MS Word and a working knowledge of Excel is required. If not already proficient, training will be provided for use of bespoke barrister diary and fees accounting software (LEX).
- Commitment to equal opportunities.

Contract terms

- Core working hours for this role are 8am - 6pm with 1 hour for lunch. A rota operates to cover the desk until 7pm and overtime may also be required.
- Six months' notice upon completion of a three-month probation period during which the candidate will be on two-weeks' notice.
- 25 days holiday per calendar year; limit of one week's holiday permissible during legal term time.
- Private Medical Insurance and private doctor service available on completion of probation period.
- Other staff benefits including income protection, critical illness and death in service benefits.
- Auto-enrolment pension scheme membership.

Equal opportunity employer

Blackstone Chambers strives to be an equal opportunities employer and is committed to diversity amongst its members and staff. We encourage and welcome applications from women, people of minority ethnic origin and people with disabilities as well as candidates from other groups which are underrepresented in the legal sector.