

Job description

Job Title:	Litigation Solicitor
Reporting to:	Head of Litigation
Based at:	9 Cathedral Road, Cardiff CF11 9HA
Hours:	37.5 h/w Generally, Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays is possible, depending on business needs
Salary:	£TBC depending on experience
Benefits:	25 days holiday per annum, plus statutory and bank holidays and up to 3 additional paid days off over Christmas Private Health Cover including dental cover, access to a confidential employee assistance programme for counselling, and a digital GP Pension contribution Death in service / Life Cover Ride to Work scheme Professional subscriptions and MBL Smart Plan
Purpose of Role:	To work within Darwin Gray's litigation team, assisting senior fee earners on a range of litigation matters, and supporting the department with its business development plan.
Key Tasks:	To work on a range of litigation matters, primarily involving commercial disputes, property and construction disputes, contested wills and estates and general debt recovery matters. The successful candidate will be required assist senior colleagues on litigation matters, and run a small caseload of their own covering a range of litigation matters from dealing with initial enquiries right the way through to trial.
Technical Ability:	<p>Essential:</p> <ul style="list-style-type: none"> • Circa 0-3 years PQE, with some experience in one or more of the following areas of litigation: <ul style="list-style-type: none"> ◦ Commercial disputes ◦ Property litigation ◦ Construction litigation ◦ Contested Wills and Estates ◦ Debt recovery • Ability to assist with the progression of varied caseload through to trial • Excellent knowledge of the Civil Procedure Rules • Established technical legal knowledge • Strong working knowledge of MS Word and Outlook • Working knowledge of a practice management database • Proven ability to work to deadlines and meet billing targets <p>Desirable:</p> <ul style="list-style-type: none"> • Advocacy experience
Person Specification:	<p>Essential:</p> <ul style="list-style-type: none"> • Strong communication skills. Ability to speak Welsh also desirable • Consistently works to a high level of accuracy and attention to detail • Able to work as part of a team • Able to use own initiative • Highly organised and able to work under pressure