



Trainee Solicitor Brighton Advice Job Description

Ref: 600

Fixed Term Contract until 31st December 2021

Job Summary

To receive training in accordance with the requirements of the Law Society in order to qualify as a solicitor and to handle under supervision, legal cases and advice, and matters as allocated by the training principle and supervising solicitors.

To ensure that all such work is carried out to the requirements of relevant clients and to appropriate professional standards.

Responsible To

- Directly reporting to the training principle.
- Responsible to the BHT Senior Advice Manager and through line management to BHT's Corporate Management Team.

Duties / Responsibilities

1. To deliver supervised legal advice and support to the legal advice teams, in such areas of law as will be allocated.
2. To undertake training as set out by the training principle/advice management team.
3. To undertake research and prepare briefings for the legal advice teams and give legal advice.
4. To conduct correspondence as required, attend meetings, instruct counsel and attend court as instructed by the training principle/supervising solicitor.
5. To ensure all targets set by the management team are met, these will include new matter starts, time recording, closing and billing.
6. To undertake tasks and projects as allocated by a member of the advice management team.
7. To develop and maintain effective relationships within the 3 advice offices and with partner organisations.
8. To keep abreast of changes and developments in housing, immigration/ asylum, public law, welfare benefits policy, legislation and case law.
9. To undertake a project and complete over the 2 years.

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10. To successfully prepare to pass the Law Society's asylum and Immigration Accreditation exams at probationary level and Level 2 during the training contract.
 11. To adhere to and follow BHT's Policies and Procedures including Equal Opportunities Policy.
 12. Such other duties as may be reasonably allocated from time to time by the training principle/advice management team.
 13. To carry out all duties in accordance with the Legal Aid Agency contract, the Specialist Quality Mark and the Solicitor's Regulatory Authority requirements.

It is the duty and responsibility of each employee to familiarise and comply with, Brighton Housing Trust's health and safety policies and procedures. You are responsible for taking care of yourself to avoid injury to yourself and other persons who may be affected by your acts or omissions at work. You will be required to co-operate with BHT and others in meeting statutory requirements.

For confidentiality and data security: whilst working for BHT you may gain knowledge of confidential matters which may include manual, electronic personal and medical information about our Board Members, Staff, clients, residents or third-party contacts. Such information must be considered strictly confidential and must only be used for the purpose for which it was obtained for. Failure to observe BHT's GDPR & Data Protection policies and procedures could lead to disciplinary action. In addition, you must comply and handle personal data securely in accordance with BHT policies and procedures, including the IT Security Policy and Computer Use Policy.

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.