

**Dispute Resolution Solicitor**  
**Outline Job and Person Specification**

**Longmores Solicitors LLP**

Longmores Solicitors LLP is a long established but progressive 9 partner firm based in Hertford. Our fee earners are all specialists and we act for a wide range of commercial, private and public sector clients. We are ranked in Chambers and are accredited as an Investor In People (Gold Award) and hold Lexcel, CQS, WIQS and Cyber Essentials Plus accreditation. Our dispute resolution practice area has a strong reputation both locally and further afield. Our aim is to recruit progressive, forward thinking individuals who wish to be part of our growth and who share our core values. For further information about Longmores please see our website [www.longmores.law](http://www.longmores.law)

**Job Purpose**

As a result of planned expansion, the purpose of the role is to take on an existing caseload as well as develop relationships with new clients and to be actively involved in business development. The successful candidate will work alongside the dispute resolution partner, 3 solicitors and support staff. The appointment will be between 1-3 years PQE level with generalist dispute resolution experience.

The aim is for the successful applicant to join Longmores as soon as possible,

The role is a dispute resolution specialist role spanning all contentious aspects of commercial litigation and some civil litigation (but not personal injury). Typical work areas include general breach of contract including sale of goods, theft of confidential information, contentious probate, insolvency, and shareholder and partnership disputes. The successful applicant will report to the Head of the Dispute Resolution Practice Area.

**Duties and Responsibilities**

In addition to the caseload the successful candidate will be expected to be actively involved in all aspects of business development including presenting of seminars, writing articles and blogs and networking within the local business community and with key referrers.

**Person Specification**

<b>Education/Qualifications</b>
A qualified and practising solicitor with 1-3 years PQE in commercial litigation
Strong academic record
Full time position
<b>Knowledge and Experience</b>
Some knowledge and practical experience of general civil and commercial dispute resolution work (other than personal injury, which we do not do, and landlord and tenant

work, which work we do but which is not part of this role) in the County Court is required. An enthusiasm for contentious work is essential.
Experience of and a real interest in business development is essential
<b>Abilities &amp; Skills</b>
Excellent interpersonal skills, an ability to develop a relationship of trust with clients and colleagues alike
Ability to draft letters to a high standard and with attention to detail
The ability to produce simple court notices such as claim forms, draft directions, disclosure notices, costs schedules, and witness statements.
Appear in simple county court matters such as case management conferences and small claims track trials without assistance of counsel
Meet with clients without supervision to take instructions and advise on smaller matters.
Take part in a team executing search orders
Present seminars and workshops on topics within your area of practice to existing and prospective clients
Ability to meet and exceed time recording and financial targets
Participate in the firm's internal meetings as appropriate
Commercially minded
Strong organisational skills
Strong verbal communicator
Ability to demonstrate empathy and understanding of clients' needs
Ability to use initiative to seek opportunities to raise the firm's profile and to recognise new business opportunities
Ability to deal with a large volume of work, managing conflicting priorities whilst ensuring that every job is handled with the highest levels of accuracy and care
An effective team player, combined with an ability to work under own initiative
Well-developed IT skills including Microsoft Outlook, Word, and Excel
<b>Personal Attributes</b>
A team player who is looking for a long-term future with a progressive, well regarded firm
Driving licence and access to own car
Willing to work long hours on occasion and when necessary