



# SPENCER SHAW

EMPLOYMENT LAW & LITIGATION SOLICITORS

## Debt Litigation Solicitor (Part Time or Full Time considered)

- Job Purpose:** Your position in the organisation will be to provide commercial law services to our clients, particularly debt recovery litigation. You will have your own case load which you will be expected to manage; liaising with clients, the Principal Solicitor and Barristers as needed. Our case management system is online and we see you working mainly from home after an initial familiarisation period at our offices in Edgbaston. The role is a minimum of 20 hours per week during office hours up to a maximum of 37.5 hours per week. We are happy to offer a good level of flexibility for the right candidate.
- Reporting to:** Ian Jones, Principal Solicitor
- Supervising:** Debt Litigation Manager
- Liaising with:** Clients, prospective clients, barristers and other members of our team.
- Remuneration:** Salary: £35,000 - £43,000 (pro rata) depending on experience.  
25 days leave plus Bank Holidays, 3% pension contributions.

## Overview

We are a small but expanding firm who are offering an opportunity to the right person to support us in our growth. We believe there is a group of talented solicitors who want to find a good balance between continuing their careers and spending time on other commitments outside of work. This role has been designed to help achieve this balance.

While there is flexibility to work at home for most of the time, there will be occasions when you

will be required to work at our offices in Edgbaston.

## Core Standards

You will be able to demonstrate these standards:

1. Excellent oral and written communication skills with confidence to manage relationships, often at most senior levels
2. Proven analytical and problem-solving skills
3. The ability to communicate complex issues and concepts to non-lawyers in plain English
4. Independently minded but a desire to be part of a team
5. The ability to form a rapport with clients and team members
6. Flexible to assist others
7. Work efficiently to meet deadlines

## Professional Competences Required

### **Essential**

1. You have at least 5 years PQE in commercial law, particularly debt litigation and contracts.
2. You have experience in both contentious and non-contentious matters.
3. You have excellent computer skills, particularly in the use of Office 365.
4. You will have a valid UK driving licence and be willing to use your own vehicle for business purposes (mileage paid).

### **Desirable**

5. You have worked with computer-based client management systems, ideally ActionStep.