

**JOB SPECIFICATION**

Role: Criminal Duty Solicitor

Location: 51/54 Windmill Street, Gravesend, Kent, DA12 1BD

Hours: Full time; 9am – 5:30pm Monday – Friday

Contract: Permanent, immediate start

Salary: Up to £30,000p/a (plus out of hours bonus scheme)

Job Description:

We are seeking an experienced and committed 3 year+ PQE criminal duty solicitor for our Gravesend office. Successful candidates will have a sound knowledge of the relevant law and procedure, manage a varied caseload covering the full remit of criminal matters from instruction to conclusion (both private and Legal Aid), to include preparing cases for trial and attending clients at police stations and/or courts throughout Kent, including out of hours work. Some travel to our Maidstone office may be necessary, on occasion.

Candidates:

Successful applicants must be a qualified solicitor of at least 3 years’ PQE. PSAR or Criminal Duty status would be advantageous but is not essential. Candidates should be proactive, able to manage a challenging caseload with minimal supervision and have strong communication skills with an excellent client facing manner. This is a busy and varied role therefore candidates need to work well under pressure and meet tight deadlines when required. Excellent research skills and an organised working manner are essential.

General IT competency is essential and knowledge of Microsoft packages (Excel, Word & Outlook), Big Hand and Partner 4 Windows would be advantageous.

Candidates must have access to their own vehicle and possess a full clean driving licence.

Secretarial support is allocated to this position.

No on-site parking is provided, however parking permits are available throughout the town centre on reduced rates for town centre workers.

Firm Wide Benefits:

* 20 days holiday plus statutory and bank holidays (holiday accrues by one day each year after two years’ continuous employment to a maximum of 25 days after 5 years’ of continuous service, i.e. 2-3 years’ service is 22 days, 3-4 years’ is 23 days, 4-5 years’ is 24 days 5 years’ + is 25 days)
* Private healthcare through AXA after six months of continuous employment if candidates choose to opt in
* Workplace pension through Scottish Widows
* 30% discount on all legal services for members of staff where you instruct Hatten Wyatt and/or Morlings
* 25% discount on legal services for staff’s immediate family members (namely parents, siblings and children)
* Introduction bonuses payable if you introduce a new member of staff to the Firm (subject to terms and conditions, amounts vary)
* No sick bonus of £100 payable in December if you have zero days off sick in the year
* Formal black tie Christmas party every year and annual summer BBQ/party firm wide
* Subscription to childcare vouchers via Edenred (if requested)