

Kingsley Napley

Job Description

Title:	Solicitor (2 – 4 years PQE)
Hours:	9.30 am to 5.30 pm, and as required
Working week:	Monday to Friday
Responsible to:	Practice Area Leader – Stephen Parkinson
Department:	Criminal Litigation
Purpose of job:	We are looking for an outstanding practitioner to join our team. You will work closely with the fee-earners and partners of this busy department in the provision of advice and litigation assistance to the firm's clients. We practice in all areas of criminal litigation and have a national reputation as one of the country's leading firms in this area.
Specific Duties:	<p>To work, as part of a team, advising the firm's clients on criminal law matters to include:</p> <ul style="list-style-type: none">Serious fraud and business crimeFinancial regulatory and criminal investigationsGeneral crimeRestraint and confiscationExtraditionInternational mutual assistanceSanctions <p>To undertake administrative duties within the firm to ensure best practice.</p>

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.

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Person Specification

Job Title: Solicitor, Criminal Litigation

	<u>Essential</u>
Education/ Qualification:	<ul style="list-style-type: none">• We would expect the successful candidate to have a minimum of 2 - 4 years PQE in a criminal litigation practice• A demonstrable enthusiasm for criminal law• CPE/LPC qualification• Excellent academic achievements with a minimum 2:1 degree
Experience and Skills:	<ul style="list-style-type: none">• Has contributed in moderately complex cases• The ability to use initiative and demonstrate confidence built upon previous cases and achievements• Ability to see issues from a commercial perspective• Demonstrates an outstanding aptitude and expertise in criminal litigation• Responsible and able to think on feet to assess risks and exercise sound judgement• Ability to demonstrate good client facing skills• Police station advice experience
Skills:	<ul style="list-style-type: none">• Good client care skills• A good grasp of legal concepts, good drafting skills, good litigator• Excellent attention to detail• IT literate in MS Office• Strong organisational skills and ability to prioritise• Keeps up to date with their knowledge in the law
Attributes:	<ul style="list-style-type: none">• Team player• Has a positive, enthusiastic, conscientious and pro-active approach• Ability to cope with conflicting demands and meet deadlines• Communicates effectively at all levels, both verbally and written• Interested in business development and marketing• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, 'standard disclosure' will be sought. This will reveal convictions (including 'spent' convictions), cautions, reprimands and final warnings. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.