



Commercial & IT Solicitor 3 - 5 years PQE

The Firm

Devonshires has been based in the City of London for more than 150 years.

We are recognised by Legal 500 and Chambers UK as a medium-sized niche firm specialising in corporate, commercial, banking, civil litigation, housing, employment, projects and property legal services to clients based throughout the United Kingdom.

We act for a significant number of national charities, housing associations and not for profit companies alongside multi-national corporations.

We are ranked Tier 1 for our work in social housing.

The Team

Headed up by Andrew Cowan, Devonshires' banking, corporate and governance team is a leader in its field with substantial experience of complex finance, corporate and commercial work. As a market leader in the social housing sector, the team is involved in high profile, innovative transactions.

The team is supported by five other partners: Jonathan Jarvis, James Lyons, and Michelle Mullen (on the corporate, commercial and governance side) and Julian Barker and Gary Grigor (on the banking side). The team comprises 12 solicitors, three consultants and two trainees. It works closely alongside all other practices within the firm, including real estate and projects, litigation, construction and housing management.

Job Purpose

We are looking for an ambitious and experienced mid-level solicitor to join our expanding and busy commercial team in London.

You will undertake a wide range of work spanning commercial contracts, IT licencing, intellectual property, data protection and corporate support.

The successful candidate should be prepared to work hard and go the extra mile, to hit the ground running and make their mark within a thriving commercial team.

In addition, they will be self-motivated and have enthusiasm for business development and building our business.

Main Duties & Responsibilities

The main duties for this role include:

- Responsible for the day to day running and management of files.
- Drafting, negotiating and advising on commercial matters.
- Capable of drafting straight talking advice.
- Build and maintain relationships with clients and provide updates.
- Interact directly with clients; understand and meet their deadlines.
- Develop junior members of the team.
- To be fully involved in marketing and business development in a client focussed manner.
- Good team player to work in collaboration with the department and sharing knowledge as and when required.
- To follow departmental procedures, the Solicitor's Accounts rules and the Firm's policies and procedures as detailed in the Office Manual, including LEXCEL.
- Undertake such duties and tasks that are appropriate for the role of a Solicitor such as changes in information systems and new technology as may reasonably be required.

Person Specification

- You will be a solicitor with experience of commercial law. Experience with IT software / service contracts would also be an advantage.
- An empathy with the aims of the social housing/not for profit sector would be helpful.
- You will have excellent communication and client care skills.
- You will have a strong academic background, ideally gaining a 2:1 or better degree level (or equivalent).
- Strong drafting and communication skills, both written and verbal.
- Self motivated with an ability to prioritise a demanding workload.
- You will be commercially aware and able to convey clear and concise information to clients and external organisations, which will not compromise the practice or the firm.
- A high attention to detail to produce work/documentation which is consistently of a high standard.
- To have a flexible approach to work to ensure client deadlines are met.
- To be familiar with Word, Excel, Outlook and Internet applications.

- Assisting with enquiries made by both clients and other fee earners and chasing paperwork where necessary.
- To provide clients with monthly invoices and progress reports as and when required.
- Organise and maintain tidy and accurate files both in hard copy and electronically and to ensure compliance with LEXCEL and SRA standards.
- Be a supportive team player and willing to assist others.