



Solicitor 2- 4 years' PQE+ Commercial & Technology

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 in the legal directories for our work in social housing.

Job Purpose:

We are looking for an ambitious and experienced mid-level solicitor to join our expanding and busy commercial and technology team in London. The role encompasses a broad range of work including commercial contracts, IT supply and support agreements, intellectual property, data protection and corporate support.

Main Duties & Responsibilities

The main duties for this role include:

- Responsible for the day to day running and management of files and projects;
- 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 2-4 year PQE solicitor with experience of commercial law. Experience or an interest in 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.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to legal.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com