



Solicitor 2 – 4 years PQE Commercial, IT & Procurement - London

The Firm:

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds, Birmingham, and Colchester we provide legal services to clients throughout the UK.

We are recognised by Legal 500 and Chambers UK as a medium-sized niche firm specialising in banking, construction, commercial litigation, corporate, employment, projects, and property. Our main client base is Registered Providers of social housing, and the Firm is ranked Tier 1 for its work in this area. We also act for a number of private developers and investment funds. Over the past few years, we have grown significantly and now have over 300 employees and partners and a growing international reach.

The Team:

The Projects Team is part of the wider Real Estate and Projects Team which is at the heart of Devonshires' business, as it is with a major part of our client base. Within the Projects Team, there are four dedicated partners working on a wide variety of transactions covering a range of matters including public procurement, commercial contracts, IP/IT, joint ventures, and public-private partnership projects.

Our strong preference is that team members commit to coming into the office for a minimum of three days per week.

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, public procurement advice, IT supply and support agreements, intellectual property, data protection and corporate support.

The successful candidate will display strong technical ability and matter management skills, will enjoy working both as part of a team and independently and be able to demonstrate a flair for nurturing relationships along with enthusiasm, drive and a commercial approach.

Main Duties and Responsibilities of the Role:

- Capable of drafting clear advice;
- Build and maintain relationships with clients and provide updates;
- Interact directly with clients; understand and meet their deadlines;
- Assisting with enquiries made by both clients and other fee earners and chasing paperwork where necessary;
- 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;
- Responsible for the day to day running and management of files and projects where appropriate;
- 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;
- 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

- 2-4 years PQE as a solicitor working in the field of commercial contracts;
- Experience of public procurement advice and/or IT contracts would be an advantage;
- Strong drafting and communication skills, both written and verbal;
- Self-motivated with an ability to prioritise a demanding workload;
- 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;
- High level of commercial awareness coupled with the ability to convey clear and concise information to clients and external organisations, which will not compromise the practice or the Firm;
- An empathy with the aims of the social housing/not for profit sector would be helpful;
- Excellent communication and client care skills;
- Strong academic background, ideally gaining a 2:1 or better degree level (or equivalent);
- To be familiar with Word, Excel, Outlook, and Internet applications.

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](#).

All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.

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