

ROLE PROFILE

Job Role:	Trainee Solicitor	Department:	As Specified
Reports to:	Rachel Turner as Training Principal	Direct Reports:	None

To be successful in the role as Trainee Solicitor you will be able demonstrate that you can:

Service and Standards

- Adopt a 'can do' approach and be proactive
- Understand the Firms' and Regulators' standards
- Produce accurate, carefully prepared work in a timely manner
- Take responsibility for problems, understanding when to escalate and ask for support and guidance
- Prioritise tasks, manage time and communicate if there are any problems
- Communicate clearly both verbally and in writing using language appropriate to the task and the reader.

Relationship Management

- Work effectively as part of a team, offering support when required
- Perform consistently, to a high standard even when under pressure
- Maintain composure and know when to seek support and guidance
- Understand your internal and external clients
- Be discreet and trustworthy
- Obtain relevant information through effective listening and questioning
- Be professional and respectful to colleagues and clients.

Financial Contribution

- Maintain good financial disciplines, including accurately recording all time you are engaged on client matters
- Share ideas for how the Firm can continuously improve, including profit and process.

Marketing the Firm

- Be involved in a variety of marketing events e.g. attending job fairs, networking events and having a social media presence that is appropriate and professional
- Display an interest and passion for the profession and the market in which HCR operates
- Understand and demonstrate HCR values
- Promote and communicate positively about the firm.

Technical and Legal

- Produce clear, accurate and thorough research using multiple sources
- Apply an analytical approach to working with complex information and problem solving
- Undertake regular learning to develop and expand knowledge in support of HCR needs
- Make effective use of resources available including technology and systems
- Proactively keep up to date and increase knowledge in relevant practice area.

Managing yourself

- Focus on your personal and professional development. Seeking and accepting feedback and guidance from supervisors
- Adapt to new ideas and ways of working
- Act professionally with integrity and diplomacy
- Be innovative and share ideas
- Identify opportunities to effectively negotiate and mediate.

This is not an exhaustive list and you will be required to undertake additional tasks, duties, responsibilities as per the requirements of HCR.