

**Junior Construction Lawyer**  
**Job Description**

Your duties will include (but not be limited to):

- Assisting partners and consultants with their matters as required
- Undertaking smaller matters yourself under the overall supervision of partners and consultants
- Drafting construction and engineering documents including letters of intent, contracts, consultancy appointments, warranties and security documents, as well as documents for contentious matters including instructions to Counsel, pleadings, Court forms and settlement agreements
- Advising clients on points of contractual interpretation, the applicability of relevant statutory requirements and on strategic issues
- Handling and where appropriate appearing at mediations, expert determinations, adjudications, arbitrations and court proceedings
- Assisting with the administration of matters (including time recording, billing, and the engagement of third parties such as Counsel and expert witnesses)
- Assisting generally with the management of paralegals and other staff and supervising others where appropriate
- Recording chargeable time punctually and accurately
- Suggesting and undertaking training appropriate to your duties
- Keeping accurate records of your CPD and other non-chargeable activities
- Assisting partners with business development opportunities and raising the Firm's profile
- Taking part in firm-wide events and helping to promote a friendly, supportive and effective working environment
- Upholding the Firm's values
- Any other duties necessary to ensure that your employment contributes to the overall performance of the Firm

**Knowledge, Skills And Ability Required**

The requirements listed below are representative of the knowledge, skill and/or ability required to perform this role successfully:

- NQ – 2PQE solicitor. Candidates with either previous experience or a keen interest to develop practice in contentious and/or non-contentious construction law are encouraged to apply
- Foreign qualified lawyers are also welcome to apply. We are prepared to explore how we can support you to re-qualify as a solicitor of England and Wales
- A positive, enthusiastic and proactive approach to work
- Strong work ethic and a desire to develop and succeed
- Attention to detail
- Effective personal, organisational and time management skills, and the ability to juggle multiple demands and prioritise tasks
- Strong written and verbal communication skills, demonstrating an ability to communicate with colleagues at all levels
- Common sense, commerciality and the ability to exercise sound judgement
- Strong IT skills with an interest in, or experience of, using technology to deliver work
- Determination to complete work to the highest quality with a high level of accuracy