

## **Blackstone Chambers: Junior clerk team September 2018**

### **Contract terms**

- Core working hours for this role at 8.15am - 6pm or 9.15am - 7pm on a rota shared with the other junior clerking team members. Occasional overtime (paid) is required
- Annual salary £23,205 per annum (LLW)
- One month's notice upon completion of a three month probation period
- 22 days holiday per calendar year; limit of one week's holiday permissible during legal term time
- Interest free season ticket loan available after completion of three month probation period
- BUPA cover and private doctor service available on completion of probation period
- Other staff benefits including income protection, critical illness and death in service benefits
- Auto-enrolment pension scheme membership
- Clothing allowance available on completion of three month probation period (a smart appearance is required at all times)

### **Equal opportunity employer**

Blackstone Chambers strives to be an equal opportunities employer and is committed to diversity amongst its members and staff. We encourage and welcome applications from women, people of minority ethnic origin and people with disabilities as well as candidates from other groups which are underrepresented in the legal sector.

### **Overview of the role**

Blackstone Chambers is a leading set of barristers Chambers, operating in the civil law arena with (currently) 108 barrister members and 32 staff members.

Applications are sought to join the junior clerking team at Blackstone Chambers. The successful candidate will join as the junior member of the junior clerking team of 4, supporting the senior clerking team in Chambers. No previous clerking experience is required.

### **Person specification**

The role is physically demanding and involves lifting boxes and pushing a trolley to and from court on a daily basis and in all weathers. Training in manual handling and lifting will be provided.

The successful candidate will be able to demonstrate, including through appropriate and relevant experience, that they can meet the following requirements:

- ability to work in a busy and physically challenging environment: essential
- ability to work efficiently in a team: essential
- ability to prioritise and undertake a number of tasks: essential
- commitment to quality service to clients, members of chambers and staff: essential
- smart presentation and appearance (no visible tattoos or piercings): essential
- commitment to equal opportunities: essential
- IT literate: essential: however, training will be provided on bespoke software platforms if required – for example if no prior knowledge of the Lex software has been gained previously.

### **Full job specification**

A copy of the full job specification for this role is available from the Blackstone Chambers website [www.blackstonechambers.com/recruitment](http://www.blackstonechambers.com/recruitment)

## OUTLINE JOB DESCRIPTION September 2018

**Post:** Junior Clerk team member

**Reports to:** Senior Clerk

**Job purpose:** To provide full support and assistance to the junior clerk team leader in the administration of the clerks' room and all allied duties.

**Main duties:** To be responsible to the Senior Clerk through the junior clerk team leader. Your duties will include (but are not restricted to) the following:

1. Assisting the junior clerk team leader in the preparation of and collection of papers for the daily Court runs, ensuring that there are sufficient trolleys for each day's Court runs. To maintain full contact with the team leader through the working day and ensure that tasks carried out, whether inside or outside Chambers, are done quickly and efficiently and that the integrity of Chambers is maintained.

2. Attending Court with members of Chambers (as directed by the junior team leader or his /her deputy) collecting and delivering barristers' papers and books as required. This task is to be carried out in good time on each occasion to avoid inconvenience or undue concern to members of Chambers.

3. To ensure, as directed by the team leader or another member of the main clerking team, that lists of authorities or other documents, if produced by a member of chambers or member of staff, are delivered to the court in accordance with the relevant court/tribunal practice direction and served on any opponent as directed by barrister or member of staff.

4. To run errands as and when requested by the junior clerk team leader or a member of the clerking team, such as dropping off hardcopies of documents to other Chambers. To make yourself familiar with the layout of the Royal Courts of Justice, and the location of the various tribunals attended throughout London.

5. Under direction, to ensure the lodging with the Court of all relevant court documents, including written Skeleton Arguments, and the service or exchange of Skeleton Arguments with opponents as required in accordance with the relevant court/tribunal practice direction or as directed by barrister or a member of staff.

6. To take collective responsibility for the collection of incoming documents and deliveries from Reception; liaising with the receptionists in sending out urgent documents/packages, ensuring that incoming documents are distributed to the barristers in Chambers every 30 minutes. To ensure that receipt of all new delivered post is brought to the attention of the junior clerk team leader or his/her deputy. To learn and understand the importance of Chambers' procedures relating to confidentiality and information barriers and to ensure that all hand deliveries to barristers within Chambers comply with those procedures.

5. Whilst not responsible for the collection and delivery of post, to have a proper understanding of the Postroom role in Chambers; to provide cover for the post room staff as required, and to include knowledge of the processes for the collection and delivery of the post or DX when required.

6. Liaising with the Postroom when photocopying is required; to understand the operation of

the photocopying machines in the event that the post room staff are not available and to be able to provide cover in the event of photocopying work overload, holidays or sickness; to liaise with the post room staff in their maintenance of the stock of stationary within Chambers; to participate with post room staff in the collection of papers and boxes when returning to clients.

7. To liaise with the post room operatives over the dispatch and retrieval of papers from archive and to have an understanding of that process.

8. To ensure that the floors and corridors of Chambers are kept clear, in order that no empty boxes of empty files are left outside barristers' rooms and to assist the post room staff in this duty if requested.

9. With the assistance of the Librarian, to research and prepare authorities bundles as requested, obtaining law reports from various libraries; to be able (with training as necessary) to use case data buses for the purposes of locating case reports; to collect and distribute books and law reports returning library books to the library and to members of Chambers as required and to tidy and maintain the tidiness of the library shelving in Chambers (when the librarian is not present).

10. To send and receive faxes as requested and to monitor the maintenance of the fax printer and the copy/printer in the clerks' room, ensuring that all machines in the clerks' room are filled with paper at the end of each working day.

11. To ensure that the barristers' timesheets are filed in hard copy or electronically and sent to archive as necessary.

12. To answer telephones and relay messages as requested.

13. To activate the Chambers' telephone night service at the end of the day.

14. To check that the barristers' pigeon holes are fully accessible and do not become over filled at any time and to maintain a tidy clerks room at all times.

15. To undertake general tea/coffee making duties in the mornings and afternoons, and the taking of breakfast and lunch order from the clerking team. If necessary to assist in the ordering of lunches and other meals for barristers as required and when not handled by the housekeeper/reception.

16. As necessary, to ensure alarms on all floors of chambers' building are deactivated by 8.15am at the latest on each working day.

17. To undertake the evening security check at the end of each working day of external facing conference rooms and clerks' kitchen.

18. To report to the Senior Clerk any error, problem or mistake by either yourself or any member of staff which may give cause for concern or complaint by or on behalf of any barrister or client.