

Job Specification



Job Title: Conveyancing Manager
Reporting to: Managing Partner
Salary: Depending on Experience

RG Solicitors: A law firm with a modern twist!

This is an exciting opportunity for an experienced solicitor to work in a rapidly expanding, modern, forward-thinking law firm with strong Partnership prospects

We are a people focused business looking for those who want to develop individually whilst taking part in helping the company to develop and evolve a high performing culture - somebody who wants to make a difference! Our ethos is to create an interesting, vibrant and engaging place for people to work, along with a friendly, fun social aspect as well.

We believe in giving people the opportunity to progress and would love to help your career grow!

You will experience:

- A competitive salary
- Rewards for your efforts
- A team environment
- Continuous professional development
- An environment where your opinion counts

You will certainly be:

- Experienced at managing a team with their own caseload with volume conveyancing
- Providing positive leadership, training, support and mentoring to others to drive progression
- Able to manage and support others and get the best out of a team
- Ensuring there is a strong customer service focus and ethic
- Able to show a proven track record of achieving targets/goals
- Approachable and take the initiative to build external relationships
- Confident in your dealing with others and not shy to express your opinion
- Always willing to help, giving feedback and guidance and seeking support when necessary
- Highly competent technically in all areas of conveyancing and expert in describing the conveyancing process
- Responsible and accountable
- Committed to delivering the needs of the business
- Organised and structured in your work
- Flexible in your methods and thinking

You will most certainly not be:

- Closed and defensive
- Be afraid to try new ways of working

Key Tasks & Responsibilities

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- To mentor and coach members of the team, to oversee their effectiveness and address any shortfalls in performance and celebrating success
- To co-ordinate and drive training and progression, to be responsible for supporting the team's CPD by facilitating appraisals, PDP's, setting expectations and validating performance
- To ensure policies and procedures are being followed and be the custodian of ensuring they are effectively communicated and adhered to
- To liaise with any introducer or agent promptly and understanding you are acting on behalf of the business with effective relationships to be maintained and grown
- To be proactive and identify issues before they arise to avoid reactionary responses
- To develop your knowledge to continually remain up to date
- To execute training sessions to ensure the team's knowledge and skill set remains relevant and up to date
- To contribute to the development of the business beyond your own responsibilities by actively seeking opportunities in ways the business can achieve its goals and support growth
- Carry out file tasks and progress files when required
- To have a collaborative approach and support the team when required
- Co-ordinate holiday/sickness cover
- Be actively involved in the recruitment process
- Review work undertaken by Conveyancers and Conveyancing Administrators, validating their work and coach to improve when required
- Weekly review of performance on key targets and feedback for the team. Analysis of the data output to encourage improvement in a positive and collaborative manner and address opportunities that may impact performance
- Any other adhoc duties as and when required