

A fresh challenge for your legal skills.

The Solicitors Disciplinary Tribunal is a statutory tribunal that mainly considers allegations of professional misconduct and breaches of professional rules by Solicitors. We have 40 Solicitor members and 20 Lay Members from a variety of backgrounds.

Clerk (£60-65,000 dependant upon skills and experience)
Full time

The Clerk's role is to act as "chief executive" to the Tribunal and to be legal adviser to sitting divisions of the Tribunal. The Clerk attends hearings and is responsible for drafting the written Orders and Decisions of Tribunal.

The Clerk will lead, support and advise the members of the Solicitors Disciplinary Tribunal, including training the members on Judicial skills. Additionally, the Clerk is responsible for the smooth running of the Tribunal's administration and will lead and support the administrative team to ensure effective delivery of the Tribunal's objectives.

You will be a qualified solicitor with a minimum of 10 years' standing or barrister with a minimum of 10 years' call preferably with previous judicial or legal assessor and administrative experience. The ideal candidate will have the ability to lead and manage a team by creating a motivating atmosphere and through staff development. The ability to absorb, analyse and summarise a large amount of complex material quickly is essential, together with excellent written and oral presentation skills, often working under pressure and to tight deadlines. You will have a high level of credibility.

Deputy Clerk x 2 (£40-45,000 pro rata dependant upon skills and experience)

Part time: minimum 70 days per annum

The Deputy Clerks are legal advisors to the Tribunal. You will provide support, advice and guidance to sitting divisions of the Tribunal on law and procedure. You attend hearings and draft the written Orders and Decisions of Tribunal.

Considerable flexibility is required for this position, -as is the capacity to attend longer hearings that may take up to 3 consecutive weeks or more. Dates of hearings will be subject to discussion and agreed in advance of each hearing.

You will be a qualified solicitor with a minimum of 10 years' standing or barrister with a minimum of 10 years' call, ideally with experience in Court or Tribunal hearings. You will have a high level of credibility. The ability to absorb, analyse and summarise a large amount of complex material quickly is essential, together with excellent written and oral presentation skills. The ideal candidate will be flexible with the ability to work quickly and accurately under pressure. You will be one of five part time Deputy Clerks who work under this flexible and part time arrangement. The Clerk will also undertake the same work as part of the "clerking team".

For an application pack and further details visit www.solicitortribunal.org.uk

Application forms will be accepted by email only at jobs@solicitorsdt.com

Closing date: 25 March 2010

Interviews: week commencing 3rd May 2010