



# JOB of the Week



**Job name: Lawyer**

**Job description:** As a lawyer, you'll provide expert legal support and advice on a range of personal and commercial issues. Solicitors take instructions from clients and advise on necessary courses of legal action. Clients can be individuals, groups, public sector organisations or private companies. Depending on your area of expertise, you can advise on a range of issues, including: personal issues: buying and selling residential property, landlord and tenant agreements, wills and probate, divorce and family matters, personal injury claims and criminal litigation; commercial work: helping new enterprises get established, advising on complex corporate transactions (including mergers and acquisitions) and business-related disputes

**Tasks you will undertake in the job:** As a lawyer, you'll need to:

- meet and interview clients to establish the firm's suitability to provide the necessary advice and services, based on the firm's specialism and likely cost
- take a client's instructions and advise a client on the law and legal issues relating to their case
- draft documents, letters and contracts tailored to the client's individual needs
- negotiate with clients and other professionals to secure agreed objectives
- research and analyse documents and case law to ensure the accuracy of advice and procedure
- supervise the implementation of agreements and coordinate the work of all parties involved
- correspond with clients and opposing solicitors and attend meetings and negotiations with opposing parties
- act on behalf of clients in disputes and represent them in court, if necessary and instruct barristers or specialist advocates to appear in court for the client in complex disputes
- prepare papers for court and check all documentation prior to signing and implementing
- work in a team, sometimes referring cases to the head of department
- supervise and delegate work to trainee solicitors, paralegals and legal secretaries as appropriate
- arrange and attend further client meetings where necessary to progress with the case and finalise documentation

**Qualifications you will need for this job:** This section outlines the current qualifications required to become a lawyer. However, changes are being made to the way solicitors qualify in England and Wales from autumn 2021. This area of work is open to graduates from all disciplines. The route you take to become a solicitor will depend on the subject of your degree. If you live in England or Wales and have a qualifying law degree, you can move on to the Legal Practice Course (LPC). This is a period of vocational training that helps you to develop the necessary skills to work as a solicitor. The LPC is usually taken full time over one year but part-time courses are available.

**Skills required for this job (core competencies):**

Communication	Resilience	Organisation	Teamwork
Problem Solving	Initiative	Creativity	Digital literacy

**Skills that Lawyers would need:** You'll need to have:

- excellent communication skills, both written and oral ; dedication and commitment to a career in law; commercial awareness and negotiating skills; skills in research and analysis; problem-solving skills; accuracy and attention to detail; numeracy and IT skills; stamina and resilience; time management skills with the ability to plan work and prioritise tasks
- interpersonal skills, to work as part of a team or with other people and organisation
- the potential to lead and delegate responsibility
- flexibility and openness to new ideas
- resilience and self-confidence
- a professional approach to work, integrity and a respect for confidentiality.

**Work Experience:** Most employers offering training contracts want to see evidence of relevant work experience as it will help you to decide whether becoming a solicitor is right for you. Large firms often run vacation schemes, which as well as giving an insight to the work provide an excellent opportunity to establish contacts for future roles. Not all vacation schemes are advertised, so you may want to make speculative applications - particularly to smaller firms. You can also gain useful experience from participating in student law society activities, client interviewing competitions, mootings and pro-bono work and business simulations. Work shadowing a solicitor can also be a useful experience.



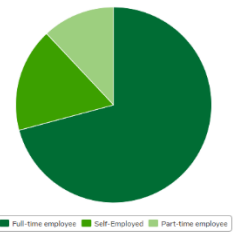
**Salary:** Average salary for a lawyer is £45 760, average salary in the UK is £28 758



**Working hours:** 30 average working hours in the week (37.5 working hours in the average working week).

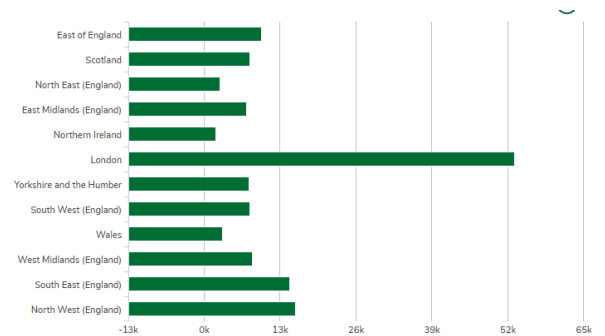
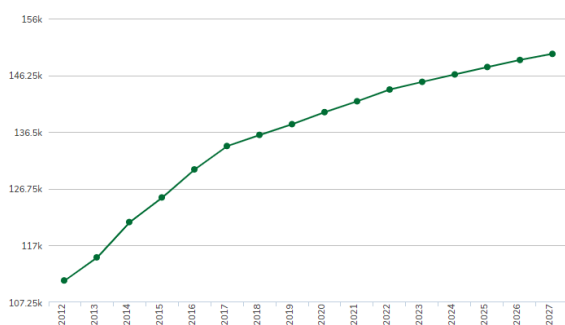
**Workforce in the UK:** 41% male / 59% female workforce

Top 10 industries for this job			
Legal & accounting	99939	Public admin. & defence	18221
Membership organisations	9204	Auxiliary services	4204
Retail trade	2280	Other personal service	1128
Architectural & related	1076		



**This job in the future:**

The workforce is projected to grow by 7.2%, creating 4 500 jobs; in the same period, 56.9% of the workforce is likely to retire, creating 36 000 job opportunities.



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GAT careers links  
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