

# SOUTHWESTLAW

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Experienced Immigration Solicitor/Caseworker

**Salary:** £31,000 - £35,000 depending on skills and experience

**Post:** Permanent, Full-Time, 35 hours per week

**Responsible to:** Immigration Supervisor

**Role:** To provide a wide range of high-quality immigration advice and representation to private and corporate clients particularly applications under the Points Based System (Tier 1 and Tier 2) and Appendix FM; to develop new work; to manage a caseload with a minimum of supervision; to assist in the supervision of the immigration team where required; to work collaboratively and promote knowledge sharing and effective working practices; to foster a commitment to high quality legal advice, file management and professionalism; to successfully meet financial targets

### **Responsibilities:**

#### **Legal:**

- To advise and represent private and corporate clients
- To identify and formulate appropriate legal strategies
- Take instructions, document preparation, preparation of and responding to correspondence etc, liaise with clients and others and deal with matters raised, preparation of bundles, representation in the immigration tribunals (where applicable), instruct counsel, attend meetings with other professionals, and all other steps necessary for the efficient and professional conduct of the client's matter
- Carrying out procedures relating to costs, billing and client care and all professional standards
- To undertake legal research where appropriate

#### **Administrative:**

- To carry out of all internal office procedures as contained in the Office Manual and in compliance with SRA regulations and the Lexcel Standard
- To maintain files in accordance with the Office Manual and Lexcel requirements
- To take part in the administration of the team and firm as may be appropriate
- Operation of the case management system
- To record own time

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### Person Specification:

#### **Essential**

- At least four years' experience in immigration and nationality casework
- Thorough and up-to-date knowledge of immigration, nationality and asylum law
- Thorough knowledge and experience of applications under the Points Based Systems (Tier 2, Tier 1)
- Thorough knowledge and experience of applications under Appendix FM and outside the Rules
- Thorough knowledge of solicitors' regulatory requirements
- Experience of working with private and corporate clients
- Able to manage caseload with minimum supervision
- Excellent interpersonal skills
- Ability to prioritise/good organisational skills
- Excellent oral, literacy and drafting skills
- IT/Keyboard skills
- Ability to work under pressure independently with a minimum of supervision
- Proven record in meeting financial billing targets

#### **Desirable**

- Knowledge and experience of applications under the Innovator and Start Up visa routes
- Knowledge and experience of applications under the EUSS
- Accreditation as a Senior caseworker
- Experience of working under the Standard Civil Contract
- Experience of advocacy in the First and Upper Tier Tribunals
- Experience of supervision
- Up-to-date Enhanced Disclosure and Barring Service Certificate
- Knowledge and experience of the Lexcel standard
- Ability to speak an additional language