



Titan Solicitors
ABOVE & BEYOND

Consultant - Job Description

Practice Areas: Immigration Law / Criminal Law / Private Client – Wills & Probate Administration Law / Family Law

We have broken down the core elements to the job description as a consultant working for Titan Solicitors. Our consultants can be either fee earners or a caseworker under the same job description.

Client Relations

Meeting with clients to gather information and explain legal matters.

Building strong relationships with the firm's client base.

Legal research

Researching and interpreting complex questions of law. It can involve reading case law, statute, European law, regulatory guidelines, or articles.

Research relevant laws and previous cases of interest to provide a client with accurate advice.

Due Diligence

DD exercises can range from the last minute 'red flag' request where the deadline is only a few hours away to multi-week processes involving the preparation of a DD report that can stretch to hundreds of pages. It is usually a team exercise and is the best way to get to understand how the target company works.

Drafting

This requires a very specific style of writing. Analytical legal drafting used in drafting letters and witness statements will then usually form a key part of our case.

Preparing trial bundles

This task requires organisation and good communication skills, as you negotiate the contents of the bundle with the other side and must ensure that all parties always have the most up-to-date list.

Working as team

A good way to expand one's network within the firm. In a firm like Titan Solicitors, practice groups inevitably overlap and there is always a need to liaise with Barristers and court staff to get the best result for our clientele.

Running workshops for students or future trainees

Senior consultants will usually be called upon to give work experience and trainees tasks such as admin tasks and shadowing during conferences.

Diversity & Inclusion

Titan Solicitors puts on lots of great seminars and events throughout the year – your only responsibility is to attend!

Maintaining the firm's ethical and moral standard of practice

This includes reporting anything that would adversely affect the firm. Maintaining your practice certificate annually, attending CPD courses and taking part in the practice's events, such as Christmas and Summer events.

Consultant at Titan Solicitors