



**Titan Solicitors**

ABOVE & BEYOND

## **Trainee Solicitor Job Description**

### **Seats: Immigration Law / Criminal Law / Private Client – Wills & Probate Administration Law / Family Law**

**1. Due diligence** – DD exercises can range from a 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 really get to understand how the target company works.

**2. Legal research** – This will usually flow from a client query. It can involve reading case law, statute, European law, regulatory guidelines or articles. Trainees are given a lot of responsibility in this area as the fruits of this research will feed directly into how the team answers the query or deals with the issue. Check whether your supervisor is looking for a one-line response in 30 minutes time or a full-blown research memo next week (they don’t always make this clear!).

**3. Interviews** – Contentious seats might need you to conduct investigations to help build their cases, and these will often involve interviews with various clients or witnesses. A trainee will often help plan out the questions to be asked and go along on the day to keep a detailed note; you might even conduct a few interviews yourself, if the associate wants to create a less intimidating environment!

**4. Liaising with local counsel** – Usually the trainee on the deal will be tasked with liaising with local counsel which involves checking for updates, reviewing their documents and giving the "greenlight" for execution.

**5. Graduate recruitment** – Trainees give presentations at careers events in various universities, which is a good excuse to get out of the office for the day (and avail of the free drinks). Trainees also act as a mentor to vacation scheme participants and give in-office presentations to potential candidates.

**6. Drafting witness statements** – As a trainee you, together with a more senior lawyer, will interview the proposed witness and the trainee will then prepare the first draft of the witness statement. This requires a very specific style of writing: very much a ‘story-telling’ rather than a persuasive style. These witness statements will then usually form a key part of our case in court so this is a really important role to play.

**7. Proofreading** – It goes without saying that if we can’t get all the details right how can anyone trust us to get the big things right when they really matter? Proofreading should not be considered boring. The key is to use this task to learn how the documents work and what the document is actually doing in the context of the case or the transaction as whole. This requires close, pro-active reading. Always try, if possible, to proofread with a fresh head.

**8. Preparing trial bundles** – not the most glamorous of tasks, but still hugely important. As soon as you’ve seen the judge rebuke counsel for a page out of place, your focus is hugely improved! This task requires organisation and good communication skills, as you negotiate the contents of the bundle with the other side and have to ensure that all parties have the most up-to-date list at all times.

**9. Filing Applications** – Trainees take the lead here. If time is not of the essence, filings can be sent by post. Urgent filings often involve trainees dashing across the city to the court house in order to make the 3pm "same-day" filing service. A 2.59pm filing is definitely one way to get your heart racing!

**10. Working with lawyers in other practice groups** – A good way to expand one's network within the firm. In a transactional-focused firm like Titan Solicitors, practice groups inevitably overlap on deals.

**11. Delivering presentations** – many practice groups ask trainee solicitors to give short presentations on new legal developments at the weekly or monthly group meetings.

**12. Running workshops for students or future trainees** – Trainees usually give the students a standard trainee task such as drafting client care letters, and work through it together.

**13. Diversity & Inclusion** – Titan Solicitors puts on lots of great seminars and events throughout the year – your only responsibility is to attend!

**14. Taking part in calls with clients** – Slightly daunting at first, but you quickly get used to it!

**15. Drafting attendance notes** – One of the things you quickly learn as a trainee is to carry a pad and pen everywhere you go! On important calls or at important meetings, you will often be asked to produce an attendance note of what was said and agreed. These are important documents. They not only serve to focus everyone's mind after the event to ensure that everyone is on the same page and is clear on what respective action is to be taken; they also stand as evidence of what was said in case of any future dispute arising.

**16. Technical training sessions** – pay attention, because they come in handy!

**17. Attending trials and hearings** – When you're in a contentious seat, you'll likely get to go to Court with some of the cases that you're working on. Often you will be required to keep a detailed attendance note and report back to the rest of the team, or you might just be asked along to get exposure to court procedure. Don't forget your suit!

**18. Writing "know-how" notes** – trainees prepare memos outlining the process for certain tasks – such as updating the knowledge folders – or summarising research, which other trainees can rely on in future (we're all about team work at Titan Solicitors!)

**19. Drafting document summaries** - When a partner or associate only wants the "headlines" they will ask a trainee to summarise. Try to be as concise and punchy as you can.

**20. Strongly Worded Letters...** - One of the most interesting parts of sitting in a contentious seat is getting insight into how much strategising there is, and letters traded back and forth between parties can play a huge strategic role in the early stages of a dispute. Trainees will often be allowed the first crack at drafting them so dust off your persuasive-writing skills and run with it (although be prepared for your supervisor to come back with plenty of comments!)

**21. Compiling originals** – After a closing, the trainee on the deal will be responsible for collecting all the original documents (especially in immigration when preparing a bundle) and compiling them so that we can send out full original versions of each of the documents to the various parties. Not the most glamorous of tasks but still hugely important and surprisingly therapeutic!

**22. Business development**, i.e. helping to draft presentations and client publications – if the partners are gearing up for a pitch, you might well get the chance to help research the industry or the client, create a corporate structure chart, or help bring all the information together in a slideshow. You may well get to see the partners strategizing and it's a great opportunity to see a really important element of a partner's role.

**23. General Pro Bono** - Trainees are strongly encouraged to get involved in pro bono at Titan Solicitors.