



Candidate
Information
Pack



At Ashmans Solicitors we believe that high-quality legal services and access to justice shouldn't be complicated or a financial luxury. We have created a community-driven legal practice that represents and serves people with integrity, professionalism and excellence. We have been serving the community for over 10 years, and are a leading law firm with national recognition. We have reached the pinnacle of success due to the personal attention we give to each of our clients - and by leaving no stone unturned."

Ashmans



CRIMINAL DUTY SOLICITORS

WORKING OPTIONS:

- Full-time
- Part-time
- Consultant (remote working, and flexible)
- Consultant (Higher Rights Advocate) (remote working, and flexible)

BENEFITS

- Signing on Fee (subject to Terms and Conditions)
- Competitive Salary
- Competitive Retainer
- Holiday Allowance
- Pension Scheme
- Opportunity for Travel: Regionally, Nationally)

We Are Looking For Exceptional Candidates

We have a solid team of talent, comprising some of the best solicitors and barristers around, all of whom are eminent and very well respected within their profession.

We are actively searching for a truly exceptional candidate who will fit into our forward-thinking team.

THE OPPORTUNITY

This is an exciting opportunity for an ambitious and enthusiastic individual to join our respected criminal defence Firm.

We are looking for Candidates that are the perfect fit for our well-respected Firm – people who possess the right skills and the aptitude to develop professionally.

The successful candidate will have the experience of working in a challenging but stimulating environment.

We would expect them to relish the opportunity to work alongside successful and experienced solicitor advocates.

Your work would embrace all aspects of Criminal Law, from advisory work, police stations, proceedings in the Court of Appeal and all stages in between.



What We Are Looking For

Successful candidates will have:

A first-rate knowledge of criminal law and procedure.

Excellent communication skills, both verbal and written.

Exceptional attention to detail.

The ability to organise their cases and meet deadlines.

Good IT skills.

They will be able to demonstrate the highest standards of client care.

The ability to provide quality advice to clients.

Excellent work ethics, working effectively, with flexibility in their approach.



We offer
**FOUR DIFFERENT
OPTIONS** of working for
Ashmans Solicitors.

Each option has been
designed to fit Candidates'
goals, and levels of
experience.

OPTION 1

Employment on a Full-time Basis

The successful candidate would be employed by Ashmans Solicitors as a full-time duty solicitor.

The work will involve attending at police stations, covering court hearings and court duty, Crown Court and Magistrates Court preparation.

Candidates would be expected, if possible, to join the Firm's out of hour's rota scheme (overtime would be paid at the rate of £80.00 - £100.00 subject to the office location). A £10 fee will also be added for any advice calls. Where appropriate - if court duty is covered on a non-working day - then overtime would be paid at 50% of the net fees billed.

This option would suit someone who is looking to work full-time and be based in an office environment.

The successful candidate will be offered a joining bonus (subject to Terms and Conditions).



OPTION 2

Employment on a Part-time Basis

The successful candidate would be employed by Ashmans Solicitors as a part-time duty solicitor.

The candidate would be working 2 days out of 5 (each week), in order to complete 15-hours of weekly compliance.

The work would involve attending at police stations, covering court hearings and court duty, Crown Court and Magistrates Court preparation.

Candidates would be expected, if possible, to join the Firm's out of hour's rota scheme (overtime would be paid at the rate of £80.00 - £100.00 subject to the office location). A £10 fee will also be added for any advice calls. Where appropriate - if court duty is covered on a non-working day - then overtime would be paid at 50% of the net fees billed.

This option would suit someone who is looking to work part-time and be based in an office environment.

The successful candidate will be offered a joining bonus (subject to Terms and Conditions).



OPTION 3

Consultant

(remote working, and flexible)

The successful candidate would be working for Ashmans as a duty solicitor, on a consultancy basis.

They would receive a monthly consultancy retainer fee, for which they would be expected to complete the 50-hours of compliance each month.

The successful candidate would cover their own court duties on the rota, which would be payable at 50% of the total fee billed. They would also cover their own police station duty slots. Each police station covered whilst on call is payable at £80.00 - £100.00 subject to the office location). A £10 fee will also be added for any advice calls.

They would have the option to join the firm's own client police station rota.

If the firm requires a trial to be covered, the opportunity will be given to the candidate.

This option would suit someone who has a pro-active approach and wants to maximise their earning potential.

The successful candidate will be offered a joining bonus (subject to Terms and Conditions).

OPTION 4

Consultant and Higher Rights Advocate

(remote working, and flexible)

The successful candidate would be working for Ashmans as a duty solicitor on a consultancy basis.

They would receive a monthly consultancy retainer fee, for which they would be expected to complete the 50-hours of compliance each month.

The successful candidate would cover their own court duties on the rota, which would be payable at 50% of the total fee billed. They would also cover their own police station duty slots. Each police station covered whilst on call is payable at £80.00 - £100.00 (subject to the office location). A £10 fee will also be added for any advice calls.

They would have the option to join the firm's own client police station rota.

If the firm requires a trial to be covered, the opportunity will be given to the candidate.

In addition, if the candidate wishes to carry out Higher Courts Advocacy work, they will be offered first refusal for any work generated from their own duty slots. They will be paid 100% of the advocacy fee in this instance.

This option would suit someone who has a pro-active approach, has Higher Rights or is a Barrister with duty status and is wanting to maximise their earning potential.

The successful candidate will be offered a joining bonus (subject to Terms and Conditions).



ABOUT OUR FIRM

Our team comprises some of the most highly-respected solicitors and barristers.

Ashmans Solicitors is a leading and nationally recognised Criminal Law firm, specialising in all types of criminal defence work.

We are ranked as a Leading Firm in the Legal 500 and pride ourselves on offering the very best in legal expertise.

As a modern and dynamic firm, we constantly challenge ourselves to provide a high level of service to all our clients.



We constantly achieve the best possible outcomes for our clients. Our goal remains the same in each of our specialist practice areas, from our highly skilled complex crime team right through to our personal injury, no win-no fee department."

Ashmans

Who We Represent

Ashmans Solicitors represent clients who face serious criminal allegations, allegations of fraud, regulatory offences and professional disciplinary matters. We also act in inquests and public inquiries. We have a strong reputation for representing clients during the 'pre-charge' stage of a criminal case.

As a successful Candidate, your Caseload would involve a significant number of pre-charge/police station cases, together with ongoing representations of cases defended in the Magistrates' Court and Crown Court.

We would expect a pro-active attitude shown towards conducting cases and a high-level of advocacy knowledge. Experience of trial work would also be advantageous.

Where Will You Be Based?

We have offices in Dewsbury, Sheffield and Stratford (East London), and you will ideally be based close to one of these.



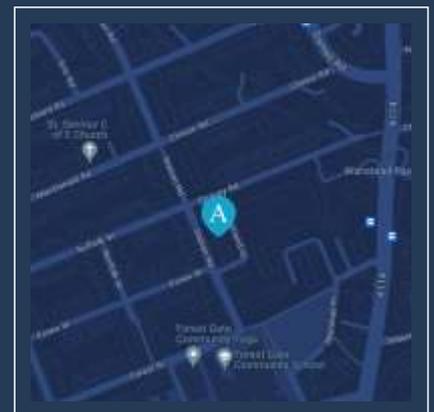
Dewsbury

26 Market Place
Dewsbury
WF13 1DQ



Sheffield

Courtwood House
Silver Street Head
Sheffield
S1 2DD



Stratford (East London)

City Gate House
246-250 Romford Rd
London
E7 9HZ

ROOM FOR GROWTH

We provide a transparent career path and clearly set out the areas we have identified as being crucial for the continuing success of our Legal 500 Firm.

At Ashmans, any Solicitor can move through the ranks of Associate, Senior Associate - and then Partner.



We want to maximise the potential of everyone who chooses to work with us.

Our passion for diversity and equality means that we have strived to create a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

We actively promote continuous learning and expect all those who work with us to be Ambassadors for fair-play and integrity: this exemplifies.”

The Ashmans Way

What we are looking for in a Candidate

This role requires an individual who is entirely committed and dedicated to criminal defence, takes pride in their work and is passionate about what they do and the results that they achieve.

The successful candidate will be expected to manage a challenging caseload and will attend on clients at the Police Station, Magistrates Court and Crown Court throughout the locality, meticulously preparing cases for the same.

You should ideally have a minimum of 2+ years PQE and must have worked in a similar role.

You must be able to work with minimum supervision, use your initiative and be self-disciplined.

The candidate must be duty accredited and have a proven background managing a mix of all aspects of criminal defence work, attending at police stations and court.

This is an extremely challenging and demanding, but rewarding role.

Responsibilities include:

The highest standards of client care, giving quality advice to clients and showing flexibility in your approach to work.

Making judgements on the most efficacious manner as to how to defend cases.

Being able to judge appropriately how to deal with vulnerable witnesses, and how to respond in the best and most assertive way to make prosecution representations.

Do you have what it takes to work for Ashmans Solicitors?

These are the competencies that we are looking for in an ideal candidate:



Questions to ask yourself:

What drives you in your Legal career?

What makes you want to reach the very top of your profession?

We want Candidates who never 'settle' and make full use of Continuous Learning – those individuals for whom excelling is a daily goal.

We are looking for candidates who can answer YES to the following questions – can YOU?

Do you make Effective Decisions?

Are you able to Communicate well and Influence others?

Are you always able to see the Bigger Picture?

Can you work Equally Well and Respectfully with your Colleagues, Clients and all those you come into contact with each day?

Do you have a Sound Understanding of the key concepts and principles of Criminal Law?

Do you possess Reliable Legal Judgement and an appreciation of Legal Risk?

Have you got the ability to think Strategically and Creatively, see Legal issues in their wider context and advise accordingly?

Do you make use of Sound Analysis, and carry out secure legal research to produce timely and fit for purpose advice?

Advocacy Questions:

Do you have the ability to present a case - both orally and in writing - in an articulate, clear, engaging and persuasive manner?

Can you produce clear, impactful and structured written work?

The successful candidate must have a valid practising certificate for England and Wales or be eligible to obtain a valid practising certificate, issued from either the Solicitors Regulation Authority or the Bar Standards Board.

Strengths

The following are strengths that we uphold and we expect all those who work with us to uphold, too.

We respect each other, our colleagues and the public we serve, recognising that there are people behind every case.

We are honest and open. We explain our decisions, set clear standards about the service the public can expect from us and are always honest if we make a mistake.

We are independent and fair. We defend independently, without bias, and seek to deliver justice in every case.

We always behave professionally and strive for excellence. We work as one team, always seeking new and better ways to deliver the best possible service for the public.

The Ashmans Recruitment Process

Please send the following documents to:
recruitment@ashmansolicitors.com

A **CV** setting out your career history with key responsibilities, achievements and qualifications.

A **Covering Letter** giving a short summary of your legal expertise with emphasis on identifying relevant skills - and your reasons for applying.

Please provide details of your **work history and qualifications**, covering no more than 3 pages in length.

The Interview:

Successful candidates will be invited to an interview, which can be either held remotely or face-to-face at one of our three locations.

Do you have the integrity and determination needed
to be an Ashmans Solicitor?

YES? Then we want to hear from you.

[Apply now to start a remarkable journey with us.](#)