

Job Description

Immigration Solicitor With 4-6yrs Pqe

Introduction

The firm wishes to recruit a Solicitor to join the firm's successful and growing Citizenship & Immigration Department as an Associate or Senior Associate, depending upon experience.

The Role

We are looking for Solicitor with at least 4 years PQE in private client immigration matters, with experience gained from a reputable firm. This experience should include asylum and human rights appeals and judicial reviews for private clients.

The key duties will include, but will not be limited to:

- Managing your own workload which will include providing accurate and practical advice to clients on all aspects of the UK immigration and nationality law with particular emphasis on advising private clients on asylum and human rights claims and appeals for HNW and UHNW individuals.
- Preparing bespoke submission instructions to assist clients filing applications at Entry Clearance Posts overseas or in the UK.
- Liaising with UKVI over the telephone and keeping clients informed of the progress of their application.
- Attending court, liaising with counsel, experts, drafting submissions.
- Keeping up to date on changes to UKVI policies and procedures.
- File management and billing administration.
- Develop and maintain good client relationship skills.
- Receive requests for legal advice from current and potential clients and deciding on the most appropriate responses to make to these requests.
- Offering advice on the law, legal procedures and a wide range of associated issues.
- Attend and represent Payne Hicks Beach at client meetings.
- Draw up contracts and other legal documents.
- Research documents and case history to ensure accuracy of advice and procedures.

The Individual

Should be able to hit the ground running and be able to work independently.

Must be:

- At least 4 years PQE experience in a highly regarded immigration firm.
- Educated to degree level, preferably in Law and having preferably obtained a 2:1 or above although all applications will be considered.
- LPC / BVC qualified essential.
- A broad range of previous high quality immigration practice experience is essential, particularly experience of asylum litigation in a top tier firm.

- Evidence of interest in, and commitment to, the success of the firm.
- Excellent communication both written and verbal - the role involves liaison with internal and external people at a senior level.
- A self-starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members and displaying trust and loyalty.
- Ability to manage assigned tasks in an efficient and timely manner.
- Good organisation skills with the ability to meet tight deadlines and manage a full caseload.
- Exceptional interpersonal skills, demonstrating professionalism in all dealings. Able to deal sympathetically and appropriately with clients.
- Excellent attention to detail.
- A track record of achieving their fee contribution and time targets and that the targets are appropriate for their position and level of qualification.

Citizenship and Immigration Department

We act for a wide range of clients, including high net worth individuals largely in private client immigration applications such as Tier 1 Investor, work and family based applications. We have a team that specialises in high profile asylum and extradition, and other immigration litigation. We advise on the full range of private and corporate immigration work, in the corporate immigration field, for small to medium sized businesses in the UK.

This growing and highly regarded team is recognised in Chambers HNW guide and Spears Top 500.

The Firm

Payne Hicks Beach is a 38 partner firm of solicitors based in offices in New Square, Lincoln's Inn. In total the firm comprises about 190 staff. The firm provides specialist legal services to private and commercial clients. We are very well known for our family, litigation and private client work and are widely regarded as one of the very best of the small number of firms in the UK who provide these specialist services at the highest level. We also have an excellent reputation in many other areas of law (rated in both Chambers and Legal 500).

More information about the departments and the work of the firm may be found on our website, the address of which is www.phb.co.uk

Remuneration Package

Salary:	To be discussed
Other benefits:	4x Life Assurance Permanent Health Insurance Medical Insurance (after 1 year qualifying period) BUPA Cashplan (after 1 year qualifying period) BUPA Health Assessment (after 1 year qualifying period) Pension Scheme. The firms contributes to a Personal Pension Plan. Interest free season ticket loan after 3 months Cycle to Work Scheme Wellbeing Programme
Holiday:	25 days

Other

We are open to flexible working arrangements.