



LCF LAW

TRAINING AND EDUCATION EXECUTIVE – JOB SPECIFICATION

LCF Law and LCF Residential are law firms with offices based in Bradford, Leeds, Harrogate and Ilkley.

The firm comprises 135 staff spread across its four sites.

Head Office is based in Bradford where 75 staff are located.

The firm is seeking to appoint an Education and Training Executive as part of its plan for continuous education for all staff in relation to the firm's IT systems and personal development in relation to legal knowledge and soft skills education.

A focus of the firm's strategy is Law Fair + Square. The focus is to make the lives of its clients easier and to make the complex simple; to communicate clearly and effectively with them; to make their journey with the firm as comfortable an experience as possible.

Most people who engage with a law firm cannot judge the expertise of the individual lawyers. They can only judge their personal experience, how they were communicated with, how they were treated, how they were managed during the legal experience.

The role of the Training and Education Executive includes: -

1. Working with the firm's Managing Partner, IT Director and IT Department in educating and training users in the use of the firm's case management and accounting software, (Tikit Plc), maximising the use of the systems. Identifying with users their needs for training in relation to IT and software applications. Training will be given to the Education and Training Executive on the firm's systems. The role of the Education and Training Executive will include delivering training to users in relation to upgrades and new features. Technical skills as to the operation of the IT system is not required. The role being able to plan, deliver and implement training to ensure users use of the systems. The role involves effective communication and training of the firm's staff.
2. Working with the firm's apprentices (currently 7) to support them in their training and education. Working alongside the firm's appointed external training agency. Assisting in recruiting additional apprentices as required by the firm in discussion with Departmental Heads and HR and considering the needs of the business.
3. Working with Managing Partner and Heads of Department in considering professional skills training requirements of departments and individual lawyers. This will involve booking lawyers on external courses, maintaining records of training purchased, individual training records and reviewing those half yearly and annually by reporting to Heads of Department

and Managing Partner as to use of training services. From time to time this training may involve organising external trainers to deliver training in-house to groups of lawyers in a particular area whether in relation to professional skills or soft skills. This may involve working alongside the external trainer to be in a position to deliver the training course to other lawyers in the firm by the Education and Training Executive without the need of the external provider but to learn from and absorb their course content and delivery.

4. The role includes induction and training of new starters working with HR. The firm has an existing induction and on-boarding process which is adapted for new joiners dependent upon their intended role within the firm. The on-boarding and induction process is in need of review.
5. The Education and Training Executive will liaise with the Knowledge and Information Services Manager who has a wide brief in relation to the firm's library service and access to professional information for lawyers but also projects such as GDPR compliance, Lexcel accreditation etc some of which will have an education and training element.
6. The firm employs a Compliance Auditor to ensure regulatory compliance part of whose role is to undertake file audits and to identify areas where the firm needs to improve compliance or change procedures and adapt to new regulatory demands of the Solicitors Regulation Authority and Law Society. Working with the Education and Training Executive to plan, design, implement and deliver appropriate training to individuals or groups of lawyers to improve procedures and compliance.
7. The role includes working with the Heads of Department, Managing Partner and the Board and delivering the training needs of the firm.
8. Assistance and direction will be given by the Managing Partner and other Managers to support and assist the Education and Training Executive in planning and implementing the tasks.