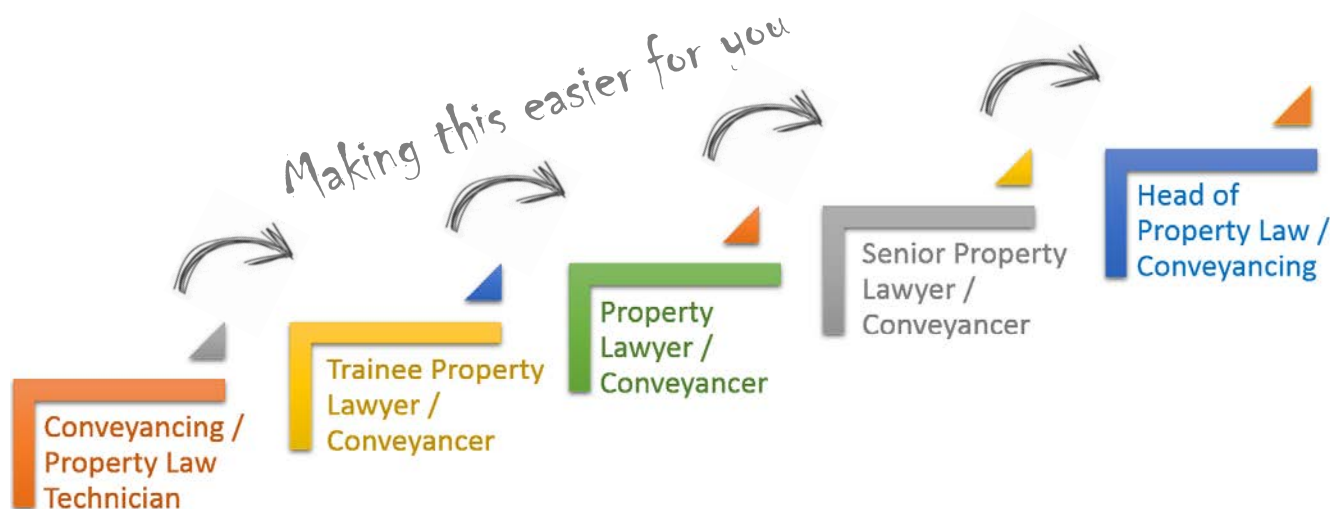


# CAREER DEVELOPMENT & SALARY STRUCTURE

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Develop  
your Career  
with us



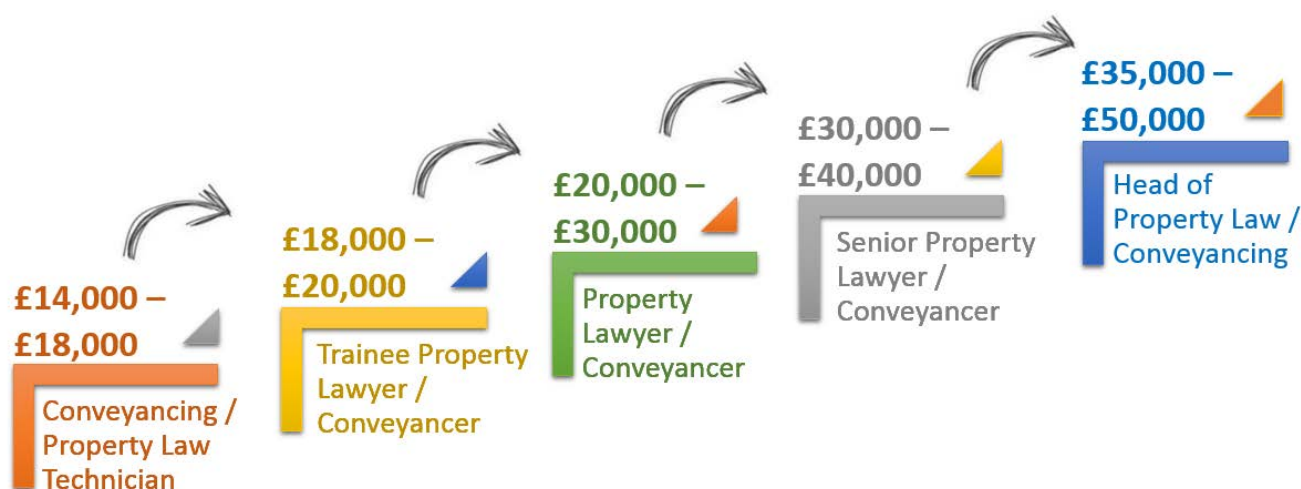
“ We firmly believe in supporting you in developing your career, and helping you to be the best you can be, in your role

Dawn Pickett

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# Career path and salary structure

We understand that it is important to provide clarity on how your career can develop with us, and what the salary bands are for each stage of your career with the various stages mapped out below.



## Helping you to learn & develop

Whatever stage you are at in your career, we strive to support new employees to learn and develop in all areas.

Our guiding principle is to make it as easy as possible for you to do your Conveyancing job now, and for any future plans you may have, and as our aim is to build and grow the business, so there will be no shortage of future opportunities as we open new offices across the North East 😊

As part of your continuous professional development, we'll develop a tailored training programme with a blend of one to one 'on the job' training, job shadowing, eLearning, videos, webinars as well as utilising nationally recognised providers including Council for Licensed Conveyancers.

For those who wish to get out of the office once in a while, we'll also arrange visits to Introducers / Estate Agents as well as off-site conferences. & training events.

# Overview of each role



## When you join us as a Property Lawyer / Conveyancing Technician.

On day one, there will be an induction and time set aside to get to know people in the office. After this, you will start to learn more about the Conveyancing process and the kind of systems we have in place. This will include 'one to one' training with team members, as well as using a range of videos, eLearning and other training materials to gently expose you to the conveyancing process and how we work.

Over time, you will be trained in all practical aspects of conveyancing and customer care, as well as office policies and procedures with access to CLC accredited training courses. Conveyancing Technicians are encouraged to undertake the CLC Conveyancing Technician Apprenticeship module, and the firm will pay for all training costs.



## Moving on from a Technician is the Trainee Property Lawyer / Conveyancer role.

If you join us at a Trainee Conveyancer level, then after Induction and getting to know the kind of systems we have in place, you will have responsibility for your own caseloads and work under supervision by a Licenced Conveyancer. You will gain more experience in managing Freehold and Leasehold transactions, as well as New Build and Unregistered Titles.

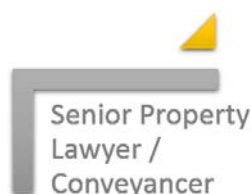
You will also be encouraged to gain accreditation as a Licensed Conveyancer or similar legal qualification, and the firm will pay for all training costs.



## Moving on from a Trainee Property Lawyer Conveyancer is the full Property Lawyer / Conveyancer role.

As a Conveyancer, you will be responsible for a larger, more complex caseload and it would be expected that you will have commenced or achieved accreditation as a Licensed Conveyancer or a similar legal qualification, or will have sufficient experience in the role to justify no formal academic qualification.

Depending whether your aim is to go down the management track longer term, you may wish to get involved the direct supervision of Technicians or Trainee Conveyancers, however this is not an expectation as we know some people may not wish go down the management / supervisory career path at certain points in their life, and that's OK as we value those team members who just want to focus on their current role, as much as those to who have future career advancement and management ambitions.



## Moving on from a Property Lawyer Conveyancer to a Senior Property Lawyer / Conveyancer role.

As a Senior Conveyancer, you will be responsible for a larger more complex caseload and would take ownership over the day to day management of a conveyancing team. A Senior Conveyancer will work with minimum supervision, will be totally comfortable with all internal practices and procedures and will be keen to help manage introducer relationships and procure new business for the company.

A Senior Conveyancer will have commenced / achieved accreditation as a Licensed Conveyancer or similar qualification.



## Moving on from a Senior Property Lawyer / Conveyancer to Head of Property Law.

As Head of Conveyancing, you will be fully responsible for supervising, coaching and training other team members.

You will also manage an appropriate caseload and report out on the Profit & Loss of your office(s) with ownership of actions to help grow the business.

# Graduate Development Programme

Our Graduate Trainee Property Lawyer Development Programme means you could be a fully qualified Conveyancer / Property Lawyer in 2 years.



“ If you have any questions about any of the roles, please let me know and we look forward to working with you 😊



Dawn Pickett