

Position Description

Title	Lawyer
Reports to	Georgia Yanner, Director
Location	Ballarat, Victoria
Primary Objective	To autonomously manage a varied portfolio of property and estate matters.
About the Company	Yanner Mann Dobson Law is a law firm based in regional Victoria. Whilst our bricks and mortar base is in Ballarat, we seek to have a rural reach to clients via technology, to ensure timely access to quality legal services face-to-face without the need to travel. Knowing who we are and where we are located, clients have confidence engaging with us.

Company Values

Yanner Mann Dobson is a contemporary law firm that believes in proactive, enthusiastic and professional service to assist clients who are planning for and navigating legal obstacles in life.

Our employees are approachable, people focused and committed to engaging and educating clients from varying backgrounds about their legal requirements.

We are an innovative and modern firm that engages with clients through technology, to ensure timely access to quality legal services face-to-face without the need to travel.

Key Responsibilities

- Advise on varied property law matters including sale and purchase of both residential, commercial and farming property matters, land development and ownership structuring
- Draft, review and advise on property related commercial agreements, leases and business related matters
- Manage a range of succession law matters from initial instruction through to matter conclusion including preparation of Wills, Enduring Power of Attorney's and other succession documents, deceased estate administration
- Ability to independently understand, operate within, and respond to legal procedures and seek further advice when required
- Maintain up to date industry knowledge and best practice, including change in law, rules and regulations
- Adhere to and contribute to the development and continuous improvement of internal firm policies and procedures as required
- Build and maintain strong professional working relationships with clients
- Engage in networking events to build connections and rapport with community and stakeholders
- Provide support to the Director and other team members as and when required

- Ensure the confidentiality of all the firm's and clients' documentation
- Respond to any other tasks as required by the Director

Key Qualifications & Skills

- Bachelor of Laws (LLB or equivalent)
- Admission as a solicitor in Victoria
- Ability to autonomously manage a range of legal matters concurrently whilst being adaptable to client/practice needs
- Proactive, enthusiastic professional who is innovative and interested in the concepts underpinning the "NewLaw" movement and flexibility in legal service provision
- An organised, empathetic and friendly professional with the desire to exceed client expectations
- Advanced computer skills including experience with LEAP (or similar) legal practice software and Microsoft Office
- Advanced, highly refined oral and written communication skills
- Pleasant and positive nature when dealing with colleagues and clients

This position description is not exhaustive. The incumbent may be expected to undertake other relevant activities and responsibilities following discussion and agreement.

Employee
Name:

Signature

Date:

Director
Name:

Signature

Date: