



JOB DESCRIPTION

Senior Associate - Employment



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Position	Senior Associate
Department	Employment
Reporting to	Head of Employment
Office	London

Overall Purpose

To provide efficient and effective legal advice, assistance and representation for all clients maintaining the highest standards of professional expertise and client care at all times. To make every effort to obtain a satisfactory result for the client, to be accessible to the clients and to maintain regular and appropriate contact with them. To be expected to deal effectively and considerately with people from different cultures and backgrounds.

To work together with other fee-earners, support staff and with other teams to ensure the best quality service. To begin to develop your practice area and start to develop your leadership skills.

Main Tasks

Technical

- » Use knowledge of the area of practice and a broad background awareness of legal principles to develop and critically evaluate a range of options to overcome dilemmas and problematic solutions
- » Excellence is achieved with ease
- » Deal with complex transactions intuitively and with ease; be a confident decision-maker
- » Develop innovative solutions and ways forward in complex and unpredictable situations
- » Develop a specialism in one or more legal areas and be recognised as being knowledgeable in that field

File Management

- » To make practical suggestions to the Department
- » Take full responsibility for outcomes of case or transaction

- » Clearly understand the strategy for the case/transaction and alternative approaches to deliver it within a vision of what may be possible

Client Care

- » Liaise with client care regarding complaints and take responsibility when required

Financial

- » Have overall responsibility for managing debt and debtors for own matters
- » Mentor and supporting Associates with their financial targets

Business Development

- » Contribute to the marketing plans for the Department

Communication

- » Build good working relationships with external institutions and organisations
- » Support and mentor Associates with their verbal and written communication

Self-Development

- » Attend learning events that further strengthen specialised technical skills
- » Develop junior staff depending on learning needs

Leadership and Management

- » Mentor, supervise and support Associates in the Department
- » Develop ongoing leadership initiatives within the Department
- » Supervise, support, and develop any immediate support staff with appropriate training

Firm Management

- » Work with the Operational Board to implement new procedures and initiatives within the Department and firm wide

This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

	Essential	Desirable
Qualifications	Admission to the Solicitors Roll or CILEX Lawyer	
Knowledge and Experience	<p>A minimum of 5 year's PQE</p> <p>To have experience of general Employment work</p> <p>Ability to draft and review legal documents which accurately reflect the client's instructions</p> <p>Ability to develop client relationships and identify areas for expansion of work</p>	
Skills	<p>Ability to work under own initiative, anticipate challenges and deal with them proactively</p> <p>Ability to communicate effectively both verbally and in writing with a diverse range of persons/ organisations</p> <p>Ability to work unsupervised and decisively to provide sound and clear advice on own initiatives</p> <p>Ability to work under pressure and meet tight deadlines</p> <p>Ability to plan and prioritise work effectively to meet own objectives and those of the team</p> <p>Ability to adapt to change</p>	<p>Ability to train, coach and mentor colleagues within the team</p> <p>Ability to develop and express creative proposals for continuous improvement of services</p> <p>A commitment to Lexcel/Quality Management standards</p> <p>Ability to develop leadership skills</p>

Flexible approach to teamwork with a willingness to provide cover in colleague's absence and to pick up work outside of own specialism if necessary

Ability to learn and master new areas of law and legal practice quickly

Ability to evaluate information in complex situations and the confidence to take sound decisions independently

Drive, enthusiasm, versatility, and self-motivation

IT Skills:

- » Microsoft Office
- » Case management
- » Digital Dictation

14 June 2024