



## Role profile

Role Title: Senior Associate

Department: Dispute Resolution

Reports to: Partner

### Overall Role Purpose:

To advise and represent clients in connection with a wide range of commercial litigation and insolvency matters

### General Duties:

#### Provide Professional and Legal Advice

- Support and participate in the successful growth of the firm's commercial litigation and insolvency practice and Dispute Resolution team;
- Advise and represent clients in connection with a wide range of high value commercial litigation and insolvency matters;
- Draft simple and complex documents with accuracy and appropriate content;
- Be assertive and creative when developing or finding solutions to problems and methods of working. Add value through innovative ideas and approaches;
- Approach issues with commercial sense and provide solutions which are pragmatic;
- Guide clients on strategy relating to the particular matter they are advising on, meeting client needs or reacting quickly to changing requirements;
- Prepare case analyses and supporting documentation with cost estimates;
- Effectively monitor WIP and amounts billed against cost estimates and agreed budgets and billing arrangements;
- Participate in the firm's internal and external training programmes;
- Contribute to the development of Know How and precedents when drafting documents.

#### Business Development

- Build and maintain relationships with clients and prospective clients, to help retain and attract more work into the business. Actively contribute to the development of clients and contacts for the whole firm
- Take a proactive role in developing relationships with the firm's key clients, ensuring a cross-departmental approach is taken to client management. Recognise and exploit cross-selling opportunities between departments and jurisdictions;

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- Have a good understanding of activities and services of competitors and have mechanisms in place to keep up to date;
- Clearly understand the Firm's strategy and look for ways that the department can work with other groups to further develop opportunities. Participate effectively as member of the team involved in winning business;
- Play an active role in the Firm's CSR initiatives and encourage those within the team to get involved.

**Training, Supervision and Development**

- Demonstrate effective supervision and guidance to junior lawyers/trainees and paralegals to develop the skills of the team. Delegate and manage the work of lawyers/trainees and paralegal reports appropriately and monitor the progression of work, providing appropriate guidance when required;
- Help create a participative and productive work environment;
- Respect and encourage the contribution of junior lawyers, paralegals and support staff. Encourage and support others to make the best of their abilities. Motivate colleagues through recognition, praise and mentoring;
- Constantly looks for ways to develop own skills and knowledge, including management skills.

**Professional Qualifications/ Education Level:**

**Essential:**

- Qualified lawyer (solicitor or barrister, qualified in a common law jurisdiction) with at least 5 years' post qualification experience.

**Skills & Experience:**

**Essential:**

- At least five years' post qualification experience in litigation, with particular expertise in commercial litigation and insolvency.
- Being able to effectively manage and lead large caseloads with cross-border elements.
- Strong drafting and research skills.
- Excellent written and verbal communication skills.

**Desirable:**

- Jersey qualified.
- Offshore law experience.

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