



Role profile

Role Title: Professional Support Lawyer

Department: Knowledge Management

Reports to: Group Head of Knowledge Management ("HKM")

Overall Role Purpose:

The Professional Support Lawyer will provide professional and technical legal support to fee-earners in all Collas Crill offices (BVI, Cayman, Guernsey, Jersey and Singapore).

Principal Accountabilities:

- Standard Forms and Precedents
- Updates and guidance
- Know-how and marketing
- Training and Seminars

General Duties:

- Work with the HKM and practice teams to review and develop existing precedents and standard forms.
- Develop and maintain new precedents and standard forms.
- Assist in the introduction of multi-jurisdictional precedents where possible (BVI, Cayman, Guernsey, Jersey).
- Develop guidance notes, checklists, and relevant Know-how documents.
- Review existing work flow patterns for commercial work and help introduce legal project management work flows for various sets of transaction materials.
- Keep the firm up to date with the latest developments in Jersey, Guernsey, Cayman and BVI. Ensure fee earners are fully apprised of new legislation and laws.
- Write briefings for circulation to clients and contacts.
- With the HKM, coordinate, design and deliver training to all teams in relation to new laws, precedents and developments as required.
- Undertake induction training for new staff as appropriate.
- Encourage the capture and use of the best practice knowledge within the firm.

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Professional Qualifications/ Education Level:

Essential:

- A qualified lawyer with at least 3 years' legal experience in Corporate or DR/Litigation

Desirable:

- PSL experience.

Skills & Experience:

Essential:

- Self- starting approach to tasks and projects and the ability to work on own initiative.
- Excellent drafting and précis skills.
- Research skills.
- Excellent working knowledge of Microsoft Office suite.
- Excellent knowledge of on-line legal resources such as Lexis Nexis, Westlaw etc.

Desirable:

- Project Management skills
- Coding skills
- Document automation knowledge/skills

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