



## ROLE PROFILE

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**ROLE TITLE:** ASSOCIATE

**DEPARTMENT:** DISPUTE RESOLUTION

**REPORTS TO:** PARTNER

### OVERALL ROLE PURPOSE:

To advise and represent clients in connection with a wide range of disputes, including commercial litigation, trust litigation and insolvency.

### PRINCIPAL ACCOUNTABILITIES:

- Provide Professional/Technical Advice
- Business Development
- Training, Supervision and Development

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## GENERAL DUTIES:

### Professional/ Technical Advice

- To support and participate in the successful growth of the firm's Dispute Resolution Team
- To advise and represent clients in connection with a wide range of disputes, particularly in the corporate, banking/funds, trusts, insolvency and public law sectors
- Draft 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. Be confident in discussions with matter partner about appropriate cost budgets and billing;
- 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, to help retain and attract more clients and 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 key clients. Work with others to ensure a cross-departmental approach is taken to client management. Recognise and exploit cross-selling opportunities;
- 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 a 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;
- Actively promote the firm's public profile.

### Training, Supervision and Development

- Support senior associates and partners in the management and training of trainees/paralegals;

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- Demonstrate effective supervision and guidance to trainees/paralegals to develop the skills of the team. Delegate and manage the work of trainees/paralegals 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 trainees/paralegals and support staff. Motivate such colleagues through recognition, praise and mentoring;
- Constantly look for ways to develop own skills and knowledge.

## PROFESSIONAL QUALIFICATIONS/ EDUCATION LEVEL

### ESSENTIAL:

- Qualified lawyer (solicitor or barrister, qualified in a common law jurisdiction) with 1-6 years' post qualification experience

## SKILLS & EXPERIENCE

### ESSENTIAL:

- Financial services experience
- Experience of marketing and generating commercial litigation and other legal business
- A resourceful team player with a broad commercial litigation background
- Excellent organisation and time management skills

- Sound technical skills
- Excellent attention to detail and drafting skills
- Strong interpersonal and communication skills
- Client and service focused with excellent client facing skills
- Sound legal technical skills
- Commercially focussed and business aware
- Experience within a private sector

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