

Job Description

Job Title:	Senior Associate / Associate
Team:	All
Reports to:	Team Head
Date:	September 2019



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Purpose of Job:

To deliver high quality and business focussed legal solutions to clients while providing excellent service. The role of an associate and senior associate also carries responsibility for winning business, managing finances and coaching junior lawyers, albeit at differing levels.

Main Activities:

- Perform fee earning work accurately, reliably and in accordance with firm's risk and quality management procedures. Deliver and ensure exceptional colleague and client service and client relationship building. Proactive client management and strong communication with CRP and client service team. Ensure client communication is timely and meets their required standards. Work should be at a standard that it produces referrals/repeat business.
- Develop business by winning new clients and seeking out new work from existing clients for self and others. Participate and contribute to business development activities and initiatives and cross sell all services.
- Meet financial targets by ensuring:
 - accurate time recording
 - accurate and realistic fee estimates
 - timely billing/cash collection
 - working efficiently to maximise financial performance
- Provide coaching and supervision to more junior team members maximising their performance and development. Role model key behaviours and demonstrate the firm's values.
- Contribute to the general management and development of the firm.
- Build, maintain and nurture an appropriate network of contacts, referrers and business partners, using Infor CRM to record client activity.
- Continuously seek opportunities to develop technical expertise and personal effectiveness. Keep up to date with developments in the law, taking responsibility for own knowledge management and ensuring SRA learning and development requirements are fulfilled.

In addition to the above we would expect senior associates to carry out the below technical competencies as a minimum as well as utilising their individual strengths to add value to the business:

Leadership:

- Take on a management task within your team i.e. managing someone in the team/managing finances
- Sit in for your group head when necessary.

Technical expertise:

- Demonstrate that your strong technical expertise can drive growth and profit.

Business Development:

- Bring in work for the firm (not necessarily just your individual team)
- Create opportunities i.e. developing a new work stream.

Wider Firm Involvement:

- Driving learning across the associate group and firm wide – provide mentorship to associate group/take ownership and responsibility for sharing learning within this group/take ownership and responsibility for the associate area of the intranet.
- Get involved in firm wide committees and initiatives.

Knowledge / Skills / Experience:

- Excellent service model compliance and client service skills.
- Planning, organising and time management skills.
- Financial and commercial awareness.
- Team contributor.
- Strong technical ability in practice area.
- Core suite of BD skills such as networking, negotiation and presentation skills.
- Strong project management skills.
- Ability to supervise, coach and be a role model for more junior team members.
- Developing client management skills.



Trust



Teamwork



Responsibility



Care

Our Values & Behaviours

Trust

We trust each other to do the right thing

- Respect and treat each other fairly
- Be honest, open and transparent
- Be yourself and empower others to do what they do well
- Value and recognise each other

Teamwork

We are one team and work selflessly for each other

- Be aware of your impact on others
- Be clear about what you expect from others
- Plan, organise and prioritise your time
- Coach others to be their best
- Support and delegate to others
- Work hard for the collective, not for individual gain

Responsibility

We are self-starters and take responsibility for how we work together and communicate

- Be positive and enthusiastic
- Communicate – listen, ask questions and share knowledge
- Embrace feedback
- Challenge ourselves and others to deliver success
- Have great conversations, including the difficult ones

Care

We care about our people, clients and community

- Help and look out for each other
- Understand, support and learn from each other
- Be proactive and make a difference
- Be kind to yourself and others

Additional notes or information:

The duties and responsibilities in this job description are not exhaustive.