



# Job Description:

## Associate

**Reporting to:** Head of team

**Location:** Bishop's Stortford

**Special Requirements:** This post is office based but will involve regular out of office activity and travel.

Access to a vehicle is required to successfully meet the requirements of the role. Flexibility of working hours will be required to meet client needs.

### **Main Purpose of the Role**

Oversight and provision of a quality, tailored and supportive legal service to a wide range of clients.

Proactively manage a complex portfolio of clients and anticipate their specific needs. Use specialist skills to enhance the client experience in Commercial Property.

Mentoring and supporting junior members of the team with their caseloads. Supporting head of department and partners with their client work and with specific management responsibilities.

## **Main Responsibilities**

Accountable for managing a complex mixed caseload of client matters with limited supervision.

Providing clients with high quality legal advice, proactively manages client relationships.

Achieving the firm's fee targets and assists and enables others in the team to do so by mentoring and developing junior members of the team.

Responsible for ensuring efficient and timely credit management processes are adhered to. Managing own time effectively to achieve targets. Ensuring cash flow and credit-management systems are managed effectively, such as time recording, lock-up, cash flow, profitability and billing.

Managing the delivery of Legal Services in a manner which is both cost-efficient to the Client and the Firm.

Mentoring and supporting junior members of the team. Providing assistance to Assistant Solicitors and/or Senior Associate(s) within the team.

Delegating casework to the most appropriate person in the team to maximize the teams overall contribution and performance.

Providing regular updates to head of team on key performance indicators. Using technology to enhance and improve the team's performance. Assisting in the implementation of new systems and processes.

Identifying opportunities to add value to clients and improve profitability by anticipating client needs and understanding client requirements. Offering cross referrals and other services, being available and accessible out of hours and going that extra mile to provide excellent client service.

Making a significant contribution to the firm's reputation and position within the community by virtue of their reputation for excellence. Attracting new clients and introducers.

Making a significant contribution to professional and community activities to support the firm.

Initiating and taking ownership of marketing initiatives for example presenting at marketing events, networking, seminars and contributing to publications.

Undertaking additional technical qualifications relevant to and likely to enhance the legal advice provided.

Make a significant contribution to the firm's reputation and position within the community by virtue of their reputation for excellence and specialist skills and knowledge. Attract new clients and introducers.

Make a significant contribution to professional and community activities to support the firm.

Accountable for the delivery of a marketing strategy and plan, which might include: marketing initiatives by the individual or team, marketing events, networking, speaking at seminars on specialist topics and contributing to or writing publications.

Undertakes additional technical specialism's to support the strategy of the firm and the individual.

### **Commercial Property Services – Client facing**

Specifically in the area of commercial property services, advice and support might include:

- Preparing leases, sub leases, lease extensions and renewals, surrenders, licences, notices and other landlord and tenant documentation and generally advising on landlord and tenant issues.
- Advising on the acquisition and disposal of land and property including drafting contracts, lock out agreements, options and conditional contracts and overage agreements, promotion agreements and joint venture schemes.
- Advising on the acquisition and disposal of farmland and property and related agricultural advice
- Advising on acquisition of sites for development including general planning advice, preparing estate documentation and dealing with plot sales
- Advising on refinancing and loan documentation and sales and leasebacks of commercial property and pension fund transactions.
- Advising clients on the wider implications of any transactions or advice.
- Managing highly sensitive and important cases.
- Contributing to the firm's knowledge bank.
- Providing advice on complex matters to other members of the team in relation to Commercial Property issues that require sign off or specialist knowledge.
- Working with high profile cases which may have a higher level of economic, political, or social impact or risk on the firm.

Accountable for dissemination of new developments in commercial property law, to the team and seeks out personal development opportunities for self and others.

Undertakes additional technical qualifications in the commercial property arena to be considered an expert in your field.

Undertakes any other reasonable duties from time to time allocated to the role.

## Person Specification

Behavioural and Technical	Essential/ Desirable	Definition
<b>Relevant or equivalent legal role</b>	Essential	<p>Passion and enthusiasm for improving and enhancing the delivery of high quality legal services.</p> <p>Proven track record in delivering successful outcomes in relation to complex commercial property work.</p> <p>Evidence of a wide range of experience and knowledge to meet the requirements of the role.</p> <p>Can evidence they meet the essential technical and behavioural criteria for the role.</p>
<b>Strategies and concepts</b>	Essential	<p>Works strategically to realise firm goals. Sets and develops strategies.</p> <p>Takes account of a wide range of issues across, and related to, the firm.</p>
<b>Customer service and community focus</b>	Essential	<p>Handles clients appropriately to their needs. Manages client expectations. Innovative, positive and client-focused attitude.</p> <p>Demonstrates the ability to create new opportunities which add value to the client experience.</p> <p>Makes a significant contribution to the firm's reputation and position within the local community.</p>
<b>Standards</b>	Essential	<p>Sets and strives for high standards individually and for the team. Provides stretching development opportunities for team success</p> <p>Demonstrates integrity, shares knowledge, supports and promotes colleagues.</p> <p>Maintains continued professional development and looks for opportunities to develop as an expert.</p>

Behavioural and Technical	Essential/ Desirable	Definition
<b>Leading and supervising</b>	Essential	<p>Ability to inspire and motivate a team.</p> <p>Mentoring and supporting others.</p> <p>Commands respect and trust.</p>
<b>Working with others</b>	Essential	<p>Establishes positive professional and effective relationships. Delegates appropriately.</p> <p>Experience of negotiating, facilitating and influencing others to achieve desired outcomes.</p> <p>Acting calmly in a crisis, tactful, determined, quick-thinking, but methodical and consistent.</p>
<b>Commercial awareness</b>	Essential	<p>Demonstrate strong commercial awareness and acumen and a wider awareness of issues affecting the firm.</p> <p>Introduction of operating systems and processes that improve or enhance the business.</p> <p>Attains challenging financial targets and assists others to maximise profitability.</p>
<b>Technology</b>	Essential	<p>Computer and web literate and other new media, strong ICT skills</p> <p>Uses technology and other resources available to achieve firm objectives</p>
<b>Presenting and communicating information</b>	Essential	<p>Ability to communicate a positive and compelling vision or message passionately and effectively.</p> <p>Strong oral, written and presentation skills that inspire.</p>
<b>Innovation</b>	Essential	<p>Uses initiative to seek out suitable technical solutions.</p> <p>Handles problems in an innovative way.</p> <p>Identifies opportunities and new initiatives to support business development.</p>