



# Job Description: Senior Associate

**Reporting to:** Head of Team

**Special requirements:** This role is subject to blended working with an expectation of 3 days in the office. Some travel is expected across Tees offices. Access to a vehicle is required. Flexibility of working hours will be required to meet client needs.

## **Main Purpose of the Role**

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

Proactive management of a complex portfolio of clients whilst anticipating their specific needs. Use of specialist skills to enhance the client experience in Commercial Property.

Management, support and development of the team. Mentoring and advising members of the team on complex cases.

Support head of department and partners with their client work and with management responsibilities, and in achieving the strategic aims of the firm.

## **Main Responsibilities**

Accountable for managing a complex mixed caseload of client matters without supervision. Providing clients with high quality legal advice whilst proactively managing client relationships. This will include supporting more complex work which cannot be serviced from other offices due to various reasons including experience and capacity.

Managing the delivery of legal services in a manner which is both cost-efficient to the client and the firm.

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

Work closely with your lead partner to develop strategy and annual business plans.

Work with the senior management team, other senior associates and attend management meetings as required. Provide updates on progress against objectives, share information and help drive consistency in the department and within the Firm.

Set and deliver objectives personally and through the team. Set team objectives in conjunction with team leader, monitor performance and progress and provide professional guidance to team members as appropriate.

Lead, manage and motivate staff. Ensure team members have an understanding of goals related to their own objectives. Provide regular feedback at one to one performance meetings and appraisals.

Accountable for ensuring efficient and timely credit management processes are adhered to. Manage own time and that of the team to effectively achieve targets. Ensure cash flow and credit-management systems are managed effectively, such as time recording, lock-up, cash flow, profitability and billing.

Analyse key performance indicators, use technology and implement new systems and processes to enhance and improve the team's performance.

Advise partners and board members on opportunities to add value to the client experience and improve profitability for the team and for the office.

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 business development and 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 qualifications in the commercial property arena to be considered an expert in your field.

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

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

## **Commercial Property Services**

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 including 1954 Act notices.
- Advising on the acquisition and disposal of land (including agricultural, strategic and development land) and property including drafting contracts, lock out agreements, options and conditional contracts and overage agreements, promotion agreements and joint venture schemes.
- 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 (including loan facility arrangements for private lenders) and sales and leasebacks of commercial property and pension fund transactions.
- Assisting the renewable energy team in connection with large scale solar schemes, wind farms and battery storage facilities.
- 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.

## Person Specification

Behavioural and Technical	Essential/Desirable	Definition
<p><b>Relevant or equivalent legal role</b></p>	<p>Essential</p>	<p>Evidence of managing a function at a strategic level. Delivering a highly successful and high quality legal service.</p> <p>Demonstrates expert status and specialist knowledge and experience necessary to meet the requirements of the role.</p> <p>Can evidence they meet the essential technical and behavioural criteria for the role.</p>
<p><b>Strategies and concepts</b></p>	<p>Essential</p>	<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>
<p><b>Customer service and community focus</b></p>	<p>Essential</p>	<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>
<p><b>Standards</b></p>	<p>Essential</p>	<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>

<b>Leadership</b>	Essential	<p>Sets stretching team objectives, provides others with a clear direction and sets appropriate standards of behaviour.</p> <p>Motivates and empowers others and provides staff with development opportunities and coaching.</p> <p>Commands respect and trust.</p> <p>Recruits staff of a high calibre.</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 maximises 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 inspires.</p>
<b>Innovation</b>	Essential	<p>Builds a team of professionals to seek out solutions to a range of problems and issues.</p> <p>Identifies opportunities and new initiatives to support business development.</p>