



Job Description:

Senior Associate

Reporting to: Head of Team

Location: Cambridge

Special Requirements: This post is office based but will involve out of office activity and travel from time to time.

Access to a vehicle may provide additional flexibility within 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 the Corporate Team.

Manage, support and develop a team. Mentor and advise members of the team on complex cases. Support partners and the board achieve the strategic aims of the firm.

Main Responsibilities

Generic

Work closely with your Executive Partner to develop strategy and annual business plans. Work with the Executive Partner, other senior associates and attend management meetings as required. Provide updates on progress against objectives, share information and help drive value and change within the Firm.

Responsible for managing a complex mixed caseload of client matters without supervision. Providing clients with high quality legal advice, proactively manages client relationships.

Set and deliver objectives personally and support your Executive Partner in setting and delivering objective through the team. Support Executive Partner and help set and drive team objectives, monitor performance/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 meetings.

Achieve the firm's fee targets and assist and enable others in the team to do so by mentoring and developing junior members of the team.

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.

Accountable for the delivery of legal services within own area of responsibility, in a manner which is both cost-efficient, to the client and the firm. Using technology to enhance performance.

Make full use of the firm's IT and other systems and be committed to helping the team to maintain and develop effective office systems and procedures in line with the Lexcel quality standard.

Oversight of quantity, quality of work and outcomes achieved by the team, to maximize the teams overall contribution and performance.

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

Provide clients with high quality legal advice and services.

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

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.

Undertake additional technical specialisms to support the strategy of the firm and the individual.

Corporate and Commercial Services

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

- Provide proactive and creative advice and services to clients in all aspects of Corporate and Commercial Law.
- Ensure the profitability of the firm is maintained through regular billing and financial management of the client including ensuring WIP is billed up to date or written off, late payment is actively chased and the build up of WIP is closely monitored and communicated to client.
- Initiate, develop and nurture client relationships.
- Draft Documentation using precedents and creating precedents where none exist.
- Contribute to the firm's knowledge bank.
- Manage highly sensitive and emotive cases appropriately.
- Provide advice on complex matters to other members of the team in relation to Corporate and Commercial Law issues that require sign off or specialist knowledge.
- Work on high profile cases which may have a higher level of economic, political, or social impact or risk on the firm.
- Develop Corporate and Commercial law products, including e-products via the firm's website.
- Attend and speak at the firm's marketing events and seminars.
- Through good business development techniques acquire new clients for the firm.

Accountable for dissemination of new developments in Corporate and Commercial Law, disseminate developments to team members and initiate opportunities for self-development.

If required and agreed with your Executive Partner undertake additional technical qualifications/training in the Corporate and Commercial arena so as to be considered an expert in your field.

Undertake management training so as to better participate in the management of the firm.

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

Behavioural and Technical	Essential/ Desirable	Definition
Relevant or equivalent legal role	Essential	<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>Is passionate and enthusiastic about their area of specialism.</p>
Customer service and community focus	Essential	<p>Handles clients appropriately according to their needs. Manages client expectations. Innovative, positive and client-focused attitude.</p> <p>Identifying opportunities to add value to the client experience.</p> <p>Makes a significant contribution to the firm's reputation and position within the local community.</p>
Standards	Essential	<p>Sets and strives for high standards individually and for the team.</p> <p>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>
Strategies and concepts	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>
Planning and Organising	Essential	<p>Manages own time effectively, is organised and prioritises work efficiently.</p> <p>Adheres to the firm's procedures for file management and reporting. Monitors and maintains quality and productivity of work.</p>

Behavioural and Technical	Essential/ Desirable	Definition
		Works effectively and efficiently without supervision. Works independently, as a member of a designated team and as part of the firm.
Equality and Diversity	Essential	<p>Is aware of client needs. Respects others cultural viewpoints and perspectives, is constructive and understanding. Demonstrates empathy and is respectful.</p> <p>Demonstrates an awareness of pertinent cultural issues both within the firm and the wider environment.</p>
Working with others	Essential	<p>Establishes positive professional and effective relationships. Delegates appropriately and effectively.</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>
Commercial awareness	Essential	<p>Can demonstrate strong commercial awareness and acumen.</p> <p>Making improvements to operating systems and processes.</p> <p>Attains challenging financial targets and assists others to maximise profitability.</p>
Leading and supervising	Essential	<p>Ability to inspire and motivate a team and provide them with a clear direction.</p> <p>Mentoring and supporting others.</p> <p>Commands respect and trust.</p> <p>Provides staff with development opportunities and coaching.</p> <p>Recruits staff of a high calibre.</p>
Technology	Essential	<p>Computer and web literate and other new media, strong ICT skills.</p> <p>Uses technology and other resources available to achieve objectives.</p>

Behavioural and Technical	Essential/Desirable	Definition
Presenting and communicating information	Essential	<p>Communicates effectively and appropriately to a range of audiences.</p> <p>Strong oral, written and presentation skills.</p> <p>Ability to communicate a positive and compelling vision or message passionately and effectively.</p>
Innovation	Essential	<p>Seeks out solutions to a range of problems and issues.</p> <p>Identifies opportunities and new initiatives to support business development.</p> <p>Uses initiative to seek out suitable technical solutions.</p> <p>Handles problems in an innovative way.</p> <p>Builds a team of professionals to seek out solutions to a range of problems and issues.</p>
Business Development and Marketing	Desirable/Essential	<p>Is able to undertake (or relishes) marketing opportunities including networking, writing articles, and giving presentations.</p>