



Job Description:

Senior Associate

Reporting to: Head of Team

Location: Royston – main place of work, with regular working days in Cambridge/Bishop's Stortford.

Responsible for: No direct reports

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

Provide 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 Family.

Support Executive Partner and Partners with their client work and with management responsibilities.

Mentor, support and develop the team and junior members of the team with their caseloads. Support partners and the board achieve the strategic aims of the firm.

Main Responsibilities

Work closely with your lead partner to develop strategy and annual business plans for the Royston Office and surrounding areas.

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 change within the Firm.

Accountable 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 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.

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.

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.

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

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.

Family Services

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

- Advising clients on divorce law, children, financial and DV issues relevant to relationship breakdown to include the unmarried family and enforcement, appeals, setting aside and variation.
- Advising clients on cohabitation agreements and premarital agreements.
- Drafting documents necessary to further advice on any area.
- Advising clients on the wider implications of any transactions or advice.
- Conducting negotiations.
- Preparation of consent orders and agreements relating to family disputes.
- Advocacy at appropriate court hearings.

Keeping up to date with developments in family law. Be a member of Resolution.

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

Person Specification

| Behavioural and Technical | Essential/ Desirable | Definition |
|---|----------------------|---|
| Relevant or equivalent legal role | Essential | <p>Is passionate and enthusiastic about their area of specialism.</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 behavioral criteria for the role.</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> |
| Customer service and community focus | 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> |
| Standards | 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> |
| Leadership | 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> |

| Behavioural and Technical | Essential/ Desirable | Definition |
|---|----------------------|---|
| 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> <p>Works effectively and efficiently and encourages team to do the same.</p> |
| 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>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> |
| Technology | 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> |
| Presenting and communicating information | Essential | <p>Communicates effectively and appropriately.</p> <p>Strong oral, written and presentation skills</p> |
| Innovation | 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> |