

## Senior Associate Job Description

This job description is generic and therefore, is not an exhaustive list of duties and responsibilities. These will be determined by each department.

### The Role

#### Key Responsibilities and Duties include:

##### Client Relations:

- To provide a high quality legal service to all BWB clients
- To develop and maintain good client relationship skills, gaining clients' confidence and that of other professionals
- Receive requests for legal advice from current and potential clients and deciding on the most appropriate responses to make to these requests
- Establishing what needs to be done to solve a client's problems
- Providing advice on the law, legal procedures and a wide range of associated issues
- Attend and represent BWB at client meetings
- Draw up contracts and other legal documents
- Research documents and case history to ensure accuracy of advice and procedures
- Represent clients in tribunals and in Courts where required

##### Professional Standard:

- To work and behave in a professional manner and to the highest standards of the profession
- Comply with procedures set out in the Office Procedures Manual (OPM), professional standards and any requirement set by the Solicitors Regulation Authority (SRA)
- Carry out duties given by the partners or employees faithfully and diligently and follow all reasonable instructions
- To participate in the growth and development of the department / firm
- Treat all information about the firm and its client and their business as wholly confidential
- Keeping up-to-date with changes in the law
- Attract additional business from new and existing clients
- Record all chargeable hours

##### Personal Development:

- To have a clear understanding of what it would take to develop a career to the next level
- Support internal procedures and systems of BWB including file / case management, time recording
- To respect Partners, staff and clients and in turn earn the respect of the department and client
- Participate in team meetings
- Attend internal training and external training as and when required
- Keep up to date with law and practice
- Read journals and attend courses as part of continuing professional development (CPD). Keep track of CPD hours
- Maintain high standards of professional conduct while generating adequate practice income, ensuring that the fees earned sufficiently exceed total costs and expenses incurred

**Fee Contribution:**

- Solicitors at every level must be able to show a track record of achieving their fee contribution and time targets and that the targets are appropriate for their position and level of qualification as specified in BWB's Career Structure

**Technical Ability:**

- To be able to demonstrate that they are technically able and is respected by others in the department for their skills

**Strategic and Commercial Awareness:**

- To be able to show in a discussion that they are familiar with BWB's strategy, and they understand the type of clients BWB is targeting and the reasons why

**Marketing, Business Development and Pro Bono:**

- To be able to show that they have contributed effectively to their departments and firm's pro-bono and/or business development

**Experience and attributes required:**

- Educated to degree level, preferably in Law and having preferably obtained a 2:1 or above although all applications will be considered
- LPC / BVC qualified essential
- Evidence of interest in, and commitment to, the success of the firm
- Relevant experience within a professional services firm
- Understanding of and commitment to BWB's values and ethos which can be seen at [www.bwblp.com](http://www.bwblp.com)
- Excellent communication both written and verbal - the role involves liaison with internal and external people at a senior level
- A self-starter, able to demonstrate high levels of initiative and motivation, but also work closely with other team members and displaying trust and loyalty
- Ability to manage assigned tasks in an assertive, efficient and timely manner
- Strong interpersonal skills, demonstrating professionalism in all dealings. Able to deal sympathetically and appropriately with clients and to show empathy with them
- Excellent leadership and Management skills
- Excellent attention to detail
- Must be able to multitask and keep calm under pressure
- The flexibility to work outside normal office hours as may be required from time-to-time