

ASSOCIATE

JOB IDENTIFICATION	
Job Title:	Associate
Reports To:	Local Practice Group Head and/or responsible Partner for any given matter
Department:	Dispute Resolution
Persons to be supervised:	None

THE ROLE

Purpose:

Responsible for all aspects of the preparation and conduct of proceedings of all kinds in courts and other tribunals, including insolvency proceedings, as well as advice on all matters involving disputes or potential disputes, the enforcement of rights and obligations and the interpretation of legal documents and legislation.

Principal Duties and Responsibilities

- Advises clients, in keeping with the internal policies and procedures, with respect to all aspects of client matters assigned to the Litigation and Insolvency Practice Group.
- Represents the Group in dealings with other law firms, government representatives, agencies, and other professionals involved with the client's matters.
- Is responsible for developing a thorough understanding of each assigned client's business and business philosophy, and for communicating that knowledge to whomever within the group may work on the client's matters.
- Takes instructions from other attorneys or clients including suggesting, recommending and drafting instruments for a particular matter, involving lawyers in other practice groups, where necessary or relevant.
- Is responsible for effective caseload management.
- Maintains up to date knowledge of the law, both locally and internationally as it may impact the

Guernsey and their clients.

- Drafts skeleton arguments and submissions.
- Assists in updating Knowledge Management data as it relates to Litigation and Insolvency.
- Reviews documents prepared by other lawyers and provide comments thereon.
- Settles the terms of new engagements and exercises due diligence in all matters.
- Leads or assists in the drafting of precedent documentation for the practice group.
- Mentors less experienced lawyers where needed.
- Participates in the practice group's marketing and training programmes.
- Manages client billing, including the pursuit of clients with outstanding debt to the Firm and taking the appropriate steps in accordance with internal policies and procedures.
- Manages business intelligence, including capturing all contact details and business development related activity within InterAction in accordance with internal policies and procedures.
- Is directly responsible for opening of files, managing files and the closing of files upon completion and sending closed files to archives for safekeeping.
- Performs other related duties as required.

Knowledge, Skills and Experience Required

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 - Must be a qualified lawyer with strong academic qualifications.
 - Knowledge of litigation procedures and underlying substantive laws as well as legal areas having regard to area of specialisation and level of qualification.
 - Advocacy skills appropriate to level of qualification.
 - Good academic record, as evidenced by degree and other exam results or course grades.
 - Excellent interpersonal skills.
 - The ability to work as a member of a team.
 - Excellent oral and written communication skills and a thorough command of the English language including accurate spelling, grammar and punctuation.
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- A proven record of productivity and the ability to handle several matters at once.
 - Competent IT skills and familiarity with major office software.
 - The ability to deal effectively and courteously with clients, lawyers and colleagues, and to exercise discretion and confidentiality in all matters.
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