



JOB DESCRIPTION

Senior Associate



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Position	Senior Associate
Department	Commercial Property
Reporting to	Team Leader
Office	Bishop's Stortford

Overall Purpose

To undertake client work as part of the Commercial Property department in accordance with detailed procedures and quality standards set out in the firm's Office Manual or departmental checklists and to assist with the development of the practice and supervision of junior members within the department.

Main Tasks

- » To ensure that all client work is progressed expeditiously and that the client is regularly informed on progress and costs;
- » To exercise high standard of client care in a professional and polite manner at all times;
- » To ensure the confidentiality and security of the firm's and client's documentation and information;
- » To achieve designated levels of billing and time recording and display good financial hygiene;
- » In liaison with accounts department and departmental head to have overall responsibility for credit control on own matters;
- » To comply with the rules within the Solicitors Regulation Authority's handbook;
- » To maintain clear and precise communication with other personnel of the firm;
- » To ensure good working relationships with all members of the firm;
- » To ensure good working relationships with external institutions and organisations;
- » To supervise, support and develop any immediate support staff and associates in the department (with appropriate training and liaison with team leader);
- » To take responsibility for and attend to self-development and, in particular, in liaison with department head to comply with relevant compulsory continuing education requirements;
- » In liaison with the head of department and other partners to be active in promoting the services of the firm, its image and ethos and the identification of cross-selling opportunities;

- » To be familiar with, adhere to and promote the firm’s policies and procedures as outlined in the Employee Handbook;
- » Attendance at lectures, seminars and conferences relating to both marketing of the firm in general and the Commercial Property department in specific;
- » Attendance at trade fairs, exhibitions, networking and other social events as required;
- » To deal with competing priorities and deadlines;
- » Show understanding of client’s needs and tailor advice accordingly;
- » To undertake such duties as the team leader and other partners/directors require in the interests of delivering effective legal services to the client and implementation of the firm’s strategy.

This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

	Essential	Desirable
Education Qualifications	Admission to the Solicitors Roll or CILEX	
Experience	Completed at least six years’ post-qualification experience in Commercial Property	Project management of the acquisition, set up and disposal of development sites
Competencies	Ability to work constructively under pressure Meet deadlines Prioritise in a manner that is beneficial to the client and the Firm Have excellent interpersonal/client skills Work comfortably within a team and willingness to share knowledge and expertise to the Department	
Other factors	Have ambition and drive to grow the area of work IT literate	Be experienced in marketing and business development to promote the growth of the Department and wider firm.

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