

Kingsley Napley

Job Description

Title:	Civil Fraud Partner
Hours:	9.30 am to 5.30 pm, and as required
Working week:	Monday to Friday
Responsible to:	Practice Area Leader
Department:	Dispute Resolution
Purpose of job:	To provide legal services to the firm's clients and to help promote and develop the litigation department and in particular civil fraud. To ensure the successful development of the firm in line with the strategy identified in the business plan.

Partnership Duties:	<p>Responsible for managing workloads and with the other partners leading the department in a range of matters including:</p> <ul style="list-style-type: none">• To provide leadership, encouragement and management to all staff in the department and provide coaching to those more junior than themselves• Initiative, managing change and developing the department proactively• Be effective in developing new work from existing clients and seek new clients for themselves and others. Identify opportunities and network effectively. Develop and support marketing initiatives.• Attendance at partnership meetings, leading by example with contributions made at and subsequent to such events.
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Specific Duties:	<p>To provide commercial legal advice, assistance and representation to corporate and private clients on a range of commercial litigation matters with a focus on civil fraud, including:</p> <ul style="list-style-type: none">• Disputes arising out of commercial contracts and misrepresentation• A wide range of fraud related matters including claims for dishonesty and deceit, receipt of bribes and secret profits, conspiracy, misrepresentation, breach of fiduciary duty, trust litigation where fraud is involved or suspected, committal proceedings and insolvency cases involving fraud• Whilst the firm has its own employment, corporate and regulatory departments, to assist in and conduct, in association with others where necessary, investigation into the conduct of individuals and other legal entities and with the aim of preventing and/or detecting instances of fraud• Provide advice and assistance dealing with civil injunctions, including Freezing Orders and Search Orders and Orders for disclosure of information and documents.• Provide advice and assistance in corporate forensic investigations.
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- To undertake administrative duties within the firm to ensure best practice.
- Compliance with Solicitors Regulation Authority and The Guide to Professional Conduct of Solicitors 2007.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.

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Person Specification

Job Title: Civil Fraud Partner, Dispute Resolution

	<u>Essential</u>
Education/ Qualification:	<ul style="list-style-type: none">• We would expect the successful candidate to have a minimum of 6 years PQE, or be able to demonstrate the equivalent levels of skills and desired competencies within a similar law practice
Experience:	<ul style="list-style-type: none">• Internal and external reputation as leader in the field• Shares their knowledge and experience• Ensures overall responsibility for the client's relationship• Anticipates and deals with any client complaints• Establishes clear agreement with clients when opening a matter including costs, likely outcome, timetable and risk• Delegates to and supervising others of varied experience
Skills:	<ul style="list-style-type: none">• Ensuring that business plans are in place and understood by the team• Detailed grasp of complex legal concepts, excellent drafting skills, ability to see issues from a commercial perspective and able to communicate complex legal advice to clients effectively• IT literate in MS Office• Knowledge of time recording software• Accurate time recording, costs estimating and billing
Attributes:	<ul style="list-style-type: none">• Has a track record in attracting work for own and other practice areas from inside and outside the firm• Role model who leads and supports the team• Is able to give feedback sensitively, constructively and confidently• Communicates effectively at all levels, both verbally and written• Promotes the practice area and the work of the practice area and colleagues within the firm• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, 'standard disclosure' will be sought. This will reveal convictions (including 'spent' convictions), cautions, reprimands and final warnings. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.