

## Job Description

<b>Title:</b>	Senior Associate (5-8 years PQE)
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications considered
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Peter Metcalfe
<b>Department:</b>	Real Estate and Construction (Construction).
<b>Purpose of job:</b>	We are looking for an outstanding construction practitioner to join our team. You will work closely with the fee-earners and partners of this busy department in the provision of advice to the firm's clients.
<b>Specific duties:</b>	<p>To work, as part of the growing Construction and Engineering team, primarily on construction phase advisory and contentious construction matters advising the firm's clients on adjudication, litigation, mediation, arbitration and the avoidance of disputes. Duties to include:</p> <ul style="list-style-type: none"><li>• Supporting with marketing and business development to grow the firm's Construction Advisory and Disputes practice</li><li>• Advising the firm's clients on the avoidance, management and mitigation of construction disputes</li><li>• Investigation and advisory work; adjudication; litigation; mediation; and arbitration in respect of disputes in the construction sector including changes and variations; extension of time and delay claims; claims for loss and/or expense, prolongation and disruption; payment disputes including those relating to payment and pay less notices; termination and suspension; defective design, materials and/or workmanship; and professional negligence</li><li>• Attending meetings with clients, conferences with counsel and court appearances</li><li>• Developing strong working relationships across the firm and with a wide variety of clients</li><li>• Researching points of law and other factual issues, through the use of legal databases, textbooks and other appropriate sources</li><li>• General case and document management</li><li>• Where necessary and as may be dictated by workloads, supporting the Construction and Engineering Projects practice on non-contentious matters.</li></ul>

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, material changes will not be made without full consultation with the post-holder.

Kingsley Napley is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

## Person Specification

Senior Associate, Real Estate and Construction (Construction)

	<b><u>Essential</u></b>
<b>Education/ Qualification:</b>	<ul style="list-style-type: none"> <li>We would expect the successful candidate to have between 5-8 years of post-qualification experience or be able to demonstrate the equivalent level of skills and desired competencies within a similar law practice.</li> <li>A demonstrable enthusiasm for the areas in which the Construction team practices with the ability to grasp the intellectual demands of the industry.</li> </ul>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"> <li>Experience in contentious construction matters gained in an established practice</li> <li>Produces legal advice for clients both verbally and in writing, in a straightforward manner with minimal amendments</li> <li>Strong procedural experience of litigation in the Technology and Construction Court and/or arbitration</li> <li>Excellent attention to detail and drafting skills</li> <li>Experience of working within a very busy environment where deadlines are clearly defined; demonstrating excellent time management &amp; prioritisation skills</li> <li>Role modelling behavior and ability to delegate appropriate tasks to junior members of the team when needed and assisting with day to day questions</li> <li>Continually develops own knowledge and keeps up to date with developments in the law; actively expanding and widening own expertise</li> <li>Ability to see issues from a commercial perspective</li> <li>Enthusiasm for implementing and embedding new tools and technologies and driving forward innovation and efficiency initiatives</li> </ul>
<b>Client Care and Business Development:</b>	<ul style="list-style-type: none"> <li>Strong focus on supporting with business development and the growth of the Construction Advisory and Disputes practice</li> <li>Prioritises work to ensure matters are progressed and deadlines are met</li> <li>Builds trust and rapport with clients</li> <li>Develops relationships with peers both within the firm and in other organisations and is aware of potential opportunities</li> <li>Is able to build trust with clients and identify opportunities for networking</li> <li>Previous involvement in practice development, experience of business development and keen to develop a network of referrers and clients</li> </ul>
<b>Firm Wide Skills:</b>	<ul style="list-style-type: none"> <li>IT literate in MS Office – particular Outlook and Word</li> <li>Demonstrates excellent financial discipline and has a proven track record of meeting targets and deadlines; working on an active caseload</li> <li>Has a track record in time recording, costs estimating and billing</li> <li>Has an awareness of the importance of client confidentiality, information security and data protection</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>Ambition to develop and grow the Construction Advisory and Disputes practice.</li> <li>Acts as a team player and is willing to support with non-contentious construction matters if necessary</li> <li>Contributes towards an inclusive and respectful team environment</li> <li>Adopts a positive and open 'growth mindset' and embraces change</li> <li>Commercial, pragmatic and committed</li> <li>Has a positive, conscientious and pro-active approach.</li> <li>Behaves at all times in keeping with the firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding.</li> </ul>

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