

KINGSLEY NAPLEY

Job Description

Title:	Associate (3-5 PQE)
Hours:	9.30am to 5.30pm and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Practice Area Leader
Department:	Regulatory
Purpose of job:	To run own litigation caseload to assist the Regulatory team in the provision of services to the firm's professional discipline clients.
Specific Duties:	<p>Kingsley Napley acts for the TRA, EWC, GPHC, GOC, GDC and ARB preparing cases before their Fitness to Practise/disciplinary panels.</p> <p>The role will involve:</p> <ul style="list-style-type: none">• Considering papers received on instruction• Responsibility for the strategic direction of cases• Providing an analysis of the issues and evidence required• Meeting/speaking with and taking statements from witnesses• Preparing witness statements• Checking witness statements• Drafting allegations• Liaising with the client, witnesses and the registrant's representatives• Preparing legal documents• Instructing expert witnesses and Counsel• Direction and supervision of Paralegals• Completion of case management systems• Adhering to Service Level Agreements• To undertake administrative duties within the firm to ensure best practice.

Compliance with the SRA Handbook and where appropriate the BSB Handbook

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 post holder.

Kingsley Napley are 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, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy.

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Person Specification

Job Title: Associate, Regulatory

	Essential
Education/ Qualification:	<ul style="list-style-type: none">• We would expect the successful candidate to ideally have between 3-5 years PQE, or be able to demonstrate the equivalent level of skills and desired competencies within a similar law practice
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Experience within Regulatory/ professional discipline• Experience of working within a very busy environment where deadlines are clearly defined; demonstrating excellent time management skills• Produces legal advice for clients both verbally and in writing, in a professional, clear and straightforward manner with minimal amendments• Has a good grasp of legal concepts with excellent drafting skills; shows excellent attention to detail and a high level of accuracy• Is able to assist less experienced team members with day to day questions• Ability to see issues from a commercial perspective• Continually develops own knowledge and keeps up to date with developments in the law; actively expanding and widening own expertise
Client Care	<ul style="list-style-type: none">• Can work under supervision on complex matters and is able to take the lead on client matters where appropriate• Builds trust and rapport with clients; particularly around outcomes, costs & deadlines• Understands the importance of relationship building with colleagues and clients and takes proactive steps to network internally and externally• Shows an interest in developing, organising and attending marketing and networking events and takes proactive steps to push forward BD objectives for themselves and the department
Firm Wide skills:	<ul style="list-style-type: none">• IT literate in MS Office – particular Outlook, Excel and Word• Demonstrates excellent financial discipline and has a proven track record of meeting targets and deadlines; working on an active caseload• Has a track record in time recording, costs estimating and billing• Able to prioritise workload using time management and delegation skills• Has an awareness of the importance of client confidentiality, information security and data protection• Demonstrates an interest in continuous improvement, innovation/ efficiencies for their team and working practices
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Contributes towards an inclusive and respectful team environment• Adopts a positive and open 'growth mindset' and embraces change

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	<ul style="list-style-type: none">• Commercial, pragmatic and committed• Has a positive, conscientious and pro-active approach.
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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.