

Job Description

Title:	Associate/ Senior Associate – Regulatory Health & Safety - Contentious (3+ PQE)
Hours:	9.30am to 5.30pm and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Practice Area Leader – Melinka Berridge
Department:	Regulatory
Purpose of job:	To run own litigation caseload to assist the partners in the Regulatory Advisory and Defence (“RAD”) team in the provision of services to the firm’s clients.

Specific Duties:	We are looking for a 3+ PQE lawyer with detailed knowledge of UK health and safety laws and ideally experience in fire safety law. Experience of managing major health and safety incidents, fatal accident inquiries, or high-profile regulatory investigations would be an advantage. More broadly the successful applicant will support the wider activity of the team in defending clients in a disciplinary criminal or regulatory context. This work involves defending and/or advising those in the police, tertiary education, health, transport and accountancy sectors.
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The role will involve:

- Client onboarding
- Considering papers received on instruction
- Providing an analysis of the issues and evidence required
- Drafting advice and submissions
- Attending meetings with clients and others
- Preparing witness statements
- Preparing legal documents
- Instructing expert witnesses and Counsel
- Completion of case management systems
- Undertaking administrative duties within the firm to ensure best practice
- Assisting in the marketing and business development of the team.

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 and maternity and religion.

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Person Specification

Job Title: Associate/ Senior Associate, Regulatory

	Essential
Education/ Qualification:	• We would expect the successful candidate to ideally have a minimum of 3 years PQE, or be able to demonstrate the equivalent level of skills and desired competencies within a similar law practice
Knowledge and Technical Ability:	• Experience within health and safety and regulatory law with a good grasp of relevant legal concepts and able to apply knowledge in a practical way • Extensive litigation experience and contributed in moderately complex cases • Produces legal advice for clients both verbally and in writing, in a professional, clear and straightforward manner with minimal amendments • Is able to assist less experienced team members with day to day questions • Experience of working within a very busy environment where deadlines are clearly defined; demonstrating excellent time management skills • Has a good grasp of legal concepts with excellent drafting skills; shows excellent attention to detail and a high level of accuracy • Ability to see issues from a commercial perspective • Continually develops own knowledge and keeps up to date with developments in health and safety and regulatory law; actively expanding and widening own expertise
Client Care and Business Development:	• Can work under own 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 • Ability to balance a large and varied caseload • 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 • Develops relationships with peers both within the firm and in other organisations and is aware of potential opportunities
Firm Wide skills:	• IT literate in MS Office – particular Outlook 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 • 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:	• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Commitment and Understanding • Contributes towards an inclusive and respectful team environment • Promotes a collegiate environment, good team morale and a spirit of co-operation • Adopts a positive and open 'growth mindset' and embraces change • Communicates effectively at all levels, both verbally and written • 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.