

## Job Description

<b>Title:</b>	Associate or Senior Associate (3+ PQE)
<b>Hours:</b>	9.30am to 5.30pm and as required, flexible applications considered
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Practice Area Leader – Melinka Berridge
<b>Department:</b>	Regulatory
<b>Purpose of job:</b>	<p>We are looking for an outstanding lawyer, to join our legal services regulatory team. The successful candidate will become a key part of an internationally renowned and growing practice, in a role which offers the opportunity to run your own matters, with a litigation and regulatory investigations focus, but also to assist more widely in a growth area of work for the team: SRA advisory work. The legal services team is part of Kingsley Napley's Regulatory team, but its focus is regulatory defence work.</p>
<b>Specific Duties:</b>	<p>Kingsley Napley's legal services regulatory team acts for regulated law firms and individuals working within them who seek advice in relation to regulation; risk and compliance; professional conduct matters; regulatory investigations; and disciplinary proceedings. This work includes representing barristers and judges, as well as advising chambers and legal services regulators on their regulatory schemes.</p> <p>The role will involve:</p> <ul style="list-style-type: none"><li>• Client onboarding and scoping of new matters</li><li>• Considering papers received on instruction and identifying appropriate strategy</li><li>• Analysing the issues and evidence</li><li>• Drafting advice and formal submissions</li><li>• Attending meetings with clients and others</li><li>• Preparing witness statements</li><li>• Preparing legal documents</li><li>• Instructing expert witnesses and Counsel</li><li>• Getting matters ready for disciplinary hearings, including using relevant case management systems</li><li>• Liaising and negotiating with regulators</li><li>• Supervision of paralegals</li><li>• Assisting with pre-billing processes</li><li>• Assisting in the marketing and business development initiatives of the team</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, changes will not be made without full consultation with the post holder.

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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, 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
<b>Education/Qualification:</b>	<ul style="list-style-type: none"><li>• We would expect the successful candidate to have a minimum of three years' PQE in a regulatory and, where applicable, public law practice (be this in private practice, in-house, or both, or in chambers), or be able to demonstrate the equivalent level of skills and desired competencies within a similar area of law</li><li>• We will always consider applications from those with more PQE, particularly if you have changed practice area – this is just a guide.</li></ul>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"><li>• Experience within regulatory / professional discipline / public law</li><li>• Litigation and investigation experience in the regulatory and disciplinary context – ideally within the legal services regulatory context but also other regulatory contexts</li><li>• Experience of advisory work in a regulatory context</li><li>• A good grasp of legal concepts and ability to apply this knowledge in a practical way</li><li>• Experience of working on moderately complex or high-profile matters</li><li>• Ability to see issues from a commercial perspective</li><li>• Keeps up to date with their knowledge in the law</li><li>• Excellent drafting skills with good attention to detail and a high level of accuracy</li><li>• An outstanding aptitude and expertise in regulatory / professional discipline / public law practice</li></ul>
<b>Client Care and Business Development:</b>	<ul style="list-style-type: none"><li>• Client-focused to ensure matters are progressed and deadlines are met, coping with competing demands</li><li>• Can work under own supervision on complex matters and is able to take the lead on client matters where appropriate</li><li>• Builds trust and rapport with clients and prospective clients</li><li>• Develops positive working relationships with peers both within the firm and in other organisations and is aware of potential networking opportunities</li><li>• Committed to business development, networking and marketing</li></ul>
<b>Firm Wide skills:</b>	<ul style="list-style-type: none"><li>• IT literate in MS Office</li><li>• Is familiar with time recording, fee estimates and billing</li><li>• Demonstrates excellent financial discipline and has a proven track record of meeting targets and deadlines</li><li>• Has a track record in time recording, costs estimating and billing</li><li>• Able to prioritise workload using time management and delegation skills</li><li>• Has an awareness of the importance of client confidentiality, information security and data protection</li><li>• Demonstrates an interest in continuous improvement, innovation/ efficiencies for their team and working practices</li><li>• Experience/ awareness/ shows ideas of implementing and embedding new tools and technologies in legal and/or professional services and enthusiasm for driving forward innovation initiatives</li></ul>
<b>Attributes:</b>	<ul style="list-style-type: none"><li>• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Commitment and Understanding.</li></ul>

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	<ul style="list-style-type: none"><li>• Promotes a collegiate environment, good team morale and a spirit of co-operation</li><li>• Communicates effectively at all levels, both verbally and written</li><li>• Has a positive, enthusiastic, conscientious, inquisitive and pro-active approach to work</li><li>• Ability to balance a large and varied workload</li><li>• Shows excellent judgement and decision-making skills; able to assess risk and think quickly on your feet</li></ul>
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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.