



JOB DESCRIPTION

Title:	Associate (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:	Kingsley Napley acts for a number of the UK's leading professional regulators and the lawyer acting on their behalf is responsible for investigating cases against regulated professionals who are alleged to have breached professional, ethical, or regulatory standards.

The role will involve:

- Taking responsibility for the strategic direction of investigations, and efficient case progression and financial management of cases
- Reviewing complaints, evidence, and investigation reports;
- Advising regulators on the appropriate charges or allegations to bring;
- Assessing whether there is sufficient evidence of misconduct, incompetence, or breaches of professional standards;
- Preparing legal documents, witness statements, and evidentiary materials;
- Ensuring that proceedings are conducted fairly and in accordance with relevant legislation, regulations, and procedural rules;
- Recommending or arguing for appropriate sanctions where misconduct is proven;
- Instructing experts and counsel;
- Direction and supervision of paralegals;
- Planning and delivering team training;
- Producing clear, engaging marketing materials that demonstrate expertise and other *ad hoc* marketing activity;

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

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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 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.

PERSON SPECIFICATION

Job Title: Associate, Regulatory

	<u>Essential</u>
Education/Qualification/Experience:	- We would expect the successful candidate to ideally have 5+ years PQE or be able to demonstrate the equivalent level of skills and desired competencies within a similar law practice: either a law firm that acts for professional regulators, or within a regulatory body, with direct involvement in investigation and disciplinary proceedings.
Knowledge & Technical Ability:	- Delivers clear, accurate and well-reasoned legal advice to clients, both orally and in writing, to a high standard that requires little or no revision, minimising the time and cost associated with rework. - Demonstrates a strong command of relevant legal concepts, with excellent drafting skills and a rigorous attention to detail, producing work of a consistently high standard first time. - Proven ability to manage a demanding caseload in a fast-paced environment, meeting defined deadlines consistently and prioritising work effectively to ensure cases progress without unnecessary delay. - Takes a proactive approach to managing their caseload, anticipating issues before they arise, prioritising work intelligently and delegating appropriately to ensure matters progress smoothly and deadlines are met without the need for escalation. - Supports and guides paralegals on day-to-day legal questions, contributing to the overall efficiency and capability of the team. - Proactively maintains and develops their legal knowledge, keeping abreast of relevant developments in the law and expanding their expertise in ways that add direct value to clients and the team. - Approaches legal issues with a practical, commercial mindset, understanding the client's objectives and the need to deliver cost-effective solutions that balance legal risk with business reality.
Client Care:	- Builds strong, trusted relationships with clients by communicating clearly and proactively about outcomes, costs and timelines, demonstrating genuine commitment to understanding and solving their problems rather than simply responding to instructions. - Takes ownership of client matters with confidence, whether working collaboratively or leading independently, always ensuring the client's needs and experience remain the primary focus throughout. - Recognises that exceptional client service depends on strong working relationships at every level and actively invests in building connections with colleagues and external contacts to ensure clients receive a seamless, well-coordinated service. - Actively seeks out opportunities to raise the profile of the team and grow the firm's client base, taking a leading role in developing, organising and attending marketing and networking events, and consistently driving forward business development goals for both themselves and the wider department.
Firm Wide skills:	- Proficient in Microsoft Office, including Outlook, Word and Excel, and applies these tools effectively to manage workload, client data and communications with accuracy and efficiency. - Handles client data, confidential information and personal data with the utmost care, demonstrating a thorough understanding of information security and data protection obligations and their importance to the firm and

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	its clients. • Maintains strong financial discipline across all aspects of their caseload, including accurate time recording, costs estimating and billing, with a consistent track record of meeting financial targets and contributing to the commercial performance of the team. • Engages actively and positively in firm and team activities, working collaboratively with colleagues across the department and wider business, and contributing to a supportive and cohesive working environment. • Embraces a culture of continuous improvement, actively identifying opportunities to innovate and streamline working practices, and championing efficiencies that benefit both the team and the quality of service delivered to clients. •
Attributes:	• Embodies the firm's core values of Teamwork & Respect, Integrity & Fairness, Understanding and Commitment in all aspects of their work, contributing actively to an inclusive, supportive and high-performing team culture. • Works collaboratively and openly with colleagues and clients, recognising that strong working relationships are built through regular, meaningful engagement - including maintaining a consistent office presence of 50% of their working time. • Brings a positive, conscientious and growth-oriented mindset to their role, embracing change and new ways of working with enthusiasm and adaptability. • Approaches their work with commercial pragmatism and genuine commitment, balancing the needs of clients, colleagues and the wider firm in a thoughtful and proactive way.

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.