

## Job Description

**Job Title:** Partner  
**Team:** All  
**Reports to:** Team Head  
**Date:** March 2019



### Purpose of Job:

To contribute to the success of the firm and the achievement of the firm's objectives by:

- Developing and building client relationships;
- Generating new business from new and existing clients;
- Carrying out and managing fee earning work to an exceptional standard;
- Leading and supervising other lawyers; and
- Ensuring financial rigour.

### Main Activities:

- Perform fee earning work accurately, reliably and in accordance with firms' risk and quality management procedures. Pro active client management and strong communications with client service team. Deliver and ensure exceptional client service, client relationship building and client relationship management.
- Develop business by winning new clients and seeking out new work from existing clients for self and others. Promote and lead business development activities and initiatives and cross sell all services
- Be a role model and deliver financial rigour for self and team in:
  - billing
  - WIP
  - cash
  - recovery
  - debtors
  - fee estimates
- Demonstrate leadership and provide coaching and supervision to all team members. Ensure legal work is distributed appropriately and fairly to maximise resource and the development of lawyers. Role model for the firm's values and key behaviours.
- Contribute to the general operational management of the firm. Ensure a 'whole firm' view is taken and the best interests of the firm are prioritised. Attend and constructively contribute to partner meetings and forums. Manage communications appropriately to cascade information, business strategy and objectives.
- Strategically refer work out when the opportunity arises. Using Infor CRM to record client activity.
- Continuously seek opportunities to develop technical expertise, personal effectiveness and leadership capability.

**Knowledge / Skills / Experience:**

- Excellent service model compliance and client service skills.
- Planning, organising and time management skills.
- Financial and commercial awareness.
- Developing client management skills.
- Accuracy and attention to detail.
- Strong technical ability in practice area.
- Core suite of BD skills such as networking, negotiation and presentation skills.
- Demonstrable track record in practice area.
- Financial and commercial awareness.
- Considerable influence, negotiation and persuasion skills.
- Coaching, communication skills, delegation and performance management skills.
- Team manager with developing leadership skills.





**Trust**



**Teamwork**



**Responsibility**



**Care**

## **Our Values & Behaviours**

### **Trust**

#### **We trust each other to do the right thing**

- Respect and treat each other fairly
- Be honest, open and transparent
- Be yourself and empower others to do what they do well
- Value and recognise each other

### **Teamwork**

#### **We are one team and work selflessly for each other**

- Be aware of your impact on others
- Be clear about what you expect from others
- Plan, organise and prioritise your time
- Coach others to be their best
- Support and delegate to others
- Work hard for the collective, not for individual gain

### **Responsibility**

#### **We are self-starters and take responsibility for how we work together and communicate**

- Be positive and enthusiastic
- Communicate – listen, ask questions and share knowledge
- Embrace feedback
- Challenge ourselves and others to deliver success
- Have great conversations, including the difficult ones

### **Care**

#### **We care about our people, clients and community**

- Help and look out for each other
- Understand, support and learn from each other
- Be proactive and make a difference
- Be kind to yourself and others

### **Additional notes or information:**

The duties and responsibilities in this job description are not exhaustive.