

## Corporate Services Solicitor/Partner (5 Years' PQE or more)

### The role

We are looking for an excellent and experienced company lawyer to help us to lead and build our successful Corporate Services team, operating within our wider Corporate team.

We'd be very interested in talking to individuals who have previous experience at associate or partner level. A client following would be an advantage but is not essential.

The work will involve operating alongside our highly successful M&A team, helping businesses to establish, grow and realise their strategy and will include providing advice on a range of areas, including:

- Corporate compliance;
- Directors' duties;
- Shareholder arrangements;
- Investor agreements;
- Corporate reorganisations;
- Demergers and offloading dormant companies;
- Share based incentive schemes to help retain and motivate employees;
- Preparing businesses for investment and/or sale;
- Partnership and limited partnership agreements;
- Strategic business advice; and
- Business incorporations

So who are we looking for? We want someone who has a real interest in and passion for this area of work. This could be possibly based on previous M&A experience and understanding of business legal structures and relevant documentation.

You will be a natural leader, a team player, proactive, with a strong technical ability, with a committed and strong work ethic, you will be a problem solver and organiser. We've also set our sights on an individual with excellent people, communication and client management skills, an interest in business development and good commercial awareness.

This is an ideal opportunity for those with M&A/deals/transactional experience who want to focus more on governance and non-transactional corporate issues with a more predictable workload. We have a fully agile working environment and are happy to discuss what working arrangements work for you and our clients.

### Our team

We think our Corporate team is a special place to work. You'd be part of a team that is ranked number 1 in the region by both Chambers & Partners and Legal 500 UK legal directories. Experian Market IQ consistently rank us as one of the most active dealmakers in the region and we have also been named Corporate Law Firm of the Year by North East Insider Dealmakers Awards more times than any other law firm, so you'd be working with award winning lawyers who are recognised as leaders in their field.

The Corporate team is a key part of the wider Muckle LLP team, which is around 150 people strong. We are all based at a single site office in central Newcastle upon Tyne – a city we have operated from for over 100 years.

We have invested significantly to promote agile working, with our people having the ability to work from wherever suits them best whilst also taking advantage of our excellent, modern office facilities. We all work together in one open plan office so there are no closed doors, just close working relationships.

## Our people and values

Our business is full of bright, enthusiastic, articulate, colourful, confident people. People who live and breathe our core values:

- Trust – we trust each other to do the right thing
- Teamwork – we are one team and work selflessly for each other
- Responsibility – we are self-starters and take responsibility for how we work together and communicate
- Care – we care about our people, clients and community

It means, no matter who is involved, our clients receive the same excellent service from people who do what they say, on time and on budget, every time. That's the Muckle way!

## Our culture

We want everyone to understand how our business is run and we encourage all of our people to get involved. We are also proud of the communities in which we live and work and give our people lots of ways to support them.

For example, you could use your two days' paid volunteering leave to support a local cause you care about or nominate them for a grant from our Muckle Fund at the Community Foundation.

From workplace running, cycling and walking clubs to fun events organised by our BEAM (Being Engaged At Muckle) team and participation in our Green Team to help make the business as environmentally friendly as possible, we've created a unique and award winning place to work:

- Investors In People Gold award accreditation
- Investors In People Health and Wellbeing accreditation
- North East Better Health at Work Continuing Excellence award

We are really proud of the results of our latest Investors In People survey, in which 98% of our people believe Muckle is a great place to work and 100% share the firm's values. Our overall results place Muckle LLP in 147th position for ALL Investors in People organisations (of which there are over 10,000 throughout the world) and **2nd for legal firms with between 50 to 249 employees!**

So how does all that sound? If you're looking to work in a friendly, open environment and want to develop your career in a forward thinking, commercial North East law firm, then this is an excellent opportunity.

To apply, please email your CV together with an introductory letter outlining your salary expectations to [recruitment@muckle-llp.com](mailto:recruitment@muckle-llp.com).

Best of luck!

## Job Description

**Job Title:** Senior Associate / Associate  
**Team:** All  
**Reports to:** Team Head  
**Date:** September 2019



the muckle way

### Purpose of Job:

To deliver high quality and business focussed legal solutions to clients while providing excellent service. The role of an associate and senior associate also carries responsibility for winning business, managing finances and coaching junior lawyers, albeit at differing levels.

### Main Activities:

- Perform fee earning work accurately, reliably and in accordance with firm's risk and quality management procedures. Deliver and ensure exceptional colleague and client service and client relationship building. Proactive client management and strong communication with CRP and client service team. Ensure client communication is timely and meets their required standards. Work should be at a standard that it produces referrals/repeat business.
- Develop business by winning new clients and seeking out new work from existing clients for self and others. Participate and contribute to business development activities and initiatives and cross sell all services.
- Meet financial targets by ensuring:
  - accurate time recording
  - accurate and realistic fee estimates
  - timely billing/cash collection
  - working efficiently to maximise financial performance
- Provide coaching and supervision to more junior team members maximising their performance and development. Role model key behaviours and demonstrate the firm's values.
- Contribute to the general management and development of the firm.
- Build, maintain and nurture an appropriate network of contacts, referrers and business partners, using Infor CRM to record client activity.
- Continuously seek opportunities to develop technical expertise and personal effectiveness. Keep up to date with developments in the law, taking responsibility for own knowledge management and ensuring SRA learning and development requirements are fulfilled.

In addition to the above we would expect senior associates to carry out the below technical competencies as a minimum as well as utilising their individual strengths to add value to the business:

### Leadership:

- Take on a management task within your team i.e. managing someone in the team/managing finances
- Sit in for your group head when necessary.

**Technical expertise:**

- Demonstrate that your strong technical expertise can drive growth and profit.

**Business Development:**

- Bring in work for the firm (not necessarily just your individual team)
- Create opportunities i.e. developing a new work stream.

**Wider Firm Involvement:**

- Driving learning across the associate group and firm wide – provide mentorship to associate group/take ownership and responsibility for sharing learning within this group/take ownership and responsibility for the associate area of the intranet.
- Get involved in firm wide committees and initiatives.

**Knowledge / Skills / Experience:**

- Excellent service model compliance and client service skills.
- Planning, organising and time management skills.
- Financial and commercial awareness.
- Team contributor.
- Strong technical ability in practice area.
- Core suite of BD skills such as networking, negotiation and presentation skills.
- Strong project management skills.
- Ability to supervise, coach and be a role model for more junior team members.
- Developing client management 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.



the **muckle** way

# the **why**?

## **Which way is North?**

The Muckle Way is all about setting our compass. Making sure we all know why we need to pull in the same direction and what we need to do to achieve our vision.

## OUR VISION

To be the North East law firm of choice for businesses and organisations. To remain independent employing the best people in the market who are leaders in their field.

## OUR PURPOSE

To provide the best advice and service we possibly can, profitably.

## OUR STRATEGY

**Independence** – we celebrate our North East roots and are free to choose who we are and how we work.

**Geographical reach** – the North East is our heartland, but we look after clients across the UK and beyond.

**Culture & people** – we are one of the North East's best places to work, filled with exceptional people working as one team.

**Our community** – we care deeply about the North East's communities, businesses, people and environment.

## LEADING THE WAY

It's our directors' and partners' responsibility to lead the way. They will:

**Set direction** – clearly outlining what we want to achieve as a business.

**Drive focus** – making clear and timely decisions on things that matter.

**Live our values** – lead by example, practically demonstrating our values and behaviours.

**Build trust** – support a working environment that nurtures trust and belonging.

**Recognise success** – recognise that success is defined not only by 'what' we do, but 'how' we do it.



**how** we work

# 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

# what we deliver our service

## WE ARE REAL PEOPLE

---

TEAMWORK is important to us, but the success of our team is dependent upon the individuals within it. Whilst our service should be delivered consistently, we encourage our people to develop and use their individual style to build TRUST.

- › Use plain English
- › Avoid using jargon or exclusive language
- › Reflect our standards and house style
- › Make things happen, don't sit back

## WHO BUILD STRONG RELATIONSHIPS

---

We are commercial, practical and adapt to the collective needs of our clients, our communities and our people. We take RESPONSIBILITY for having great conversations that build strong, lasting and profitable relationships.

- › Think commercially and look for opportunities that will enable us to drive profit and growth
- › Proactively make new connections and get to know existing contacts better
- › Cross-sell and spot opportunities for clients and colleagues

## WE DO WHAT WE SAY

---

We clearly outline what we're going to do right from the start of a piece of work. If the unexpected happens, we're upfront and explain how the changes affect our work as soon as we can. It's all about taking RESPONSIBILITY for keeping our promises.

- › Understand, agree and meet expectations
- › Identify potential problems and risks early
- › Understand our risk management procedures
- › Keep finances in order

## ON TIME, IN BUDGET

---

We outline when people can expect work to be completed and estimate how much it will cost. We also take RESPONSIBILITY for making sure work gets done on time and clients don't pay more than they've agreed.

- › Make profitable decisions
- › Respond to queries quickly
- › Outline how changes affect time and costs
- › Bill clients promptly with no nasty surprises

## WITH EXCELLENCE, EVERY TIME

---

Technical excellence is what's expected of us. From our support teams to our solicitors we want everyone to aspire to the highest level possible. We CARE about quality and always seek to improve.

- › Deliver technical excellence always
- › Develop your own knowledge
- › Comply with SRA rules
- › Always ask 'what could we do better?'



the **difference** we make  
our  
corporate  
responsibility

It may not be part of our service, but being a responsible business is very much part of The Muckle Way.

We engage in our CSR activities because we care deeply about supporting the North East Communities in which our people, their families and their friends live and work - it is simply the right thing to do.

We don't restrict our support to the North East, but it is where we think we can collectively make the biggest difference, and there are lots of ways you can help.

**Give money** – through our grant giving and match funding facilities

**Give time** - through your 2 days annual volunteering leave

**Give expertise** – with free legal advice and professional services

**Think green** – live and work as environmentally friendly as you can

**Promote** – share how you support communities to encourage others

**Have fun** – choose to give back in a way you personally enjoy



## Invest

In our people,  
our clients and  
our communities,  
whilst retaining  
our independence



Engaged  
People

Our  
**success**



Engaged  
Clients



Profit and  
Growth



mucklë

Time Central, 32 Gallowgate, Newcastle upon Tyne, NE1 4BF | DX 61011  
Tel: 0191 211 7777 | Fax: 0191 211 7788 | muckle-llp.com



Certificate No. EMS 958231



INVESTORS IN PEOPLE | Gold