

## POSITION DESCRIPTION – DISPUTE RESOLUTION SOLICITOR

### SECTION A:

<b>Employer:</b>	Saunders Robinson Brown (SRB)
<b>Position Title:</b>	Solicitor
<b>Reporting To:</b>	Dispute Resolution Practice Group Leader Dispute Resolution Partner
<b>Location:</b>	Christchurch
<b>Functional Relationships:</b>	<b>Internal</b> Professional Staff  <b>External</b> Clients

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### SECTION B:

<b>Position Objective:</b>	<p>The Dispute Resolution Solicitor will provide support to the firm and clients. You will be primarily involved with civil litigation.</p> <p>You will work with existing clients with a view to developing those relationships and maintaining a high level of client service.</p>
<b>Background:</b>	<p>From offices in Christchurch and Rangiora, the experienced team at Saunders Robinson Brown (SRB) provides professional legal advice on commercial and company law, property law, trusts and estates, civil litigation and dispute resolution, family law and employment law. In addition to these core practice areas, SRB also provide specialist advice in insurance law, sports law and rural law. SRB prides itself on their approachable, client-centred culture, and commitment to ensuring an integrated and relationship focused approach throughout the firm.</p>
<b>Staff Numbers:</b>	Partners – 17 Staff – 80 including Partners

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## SECTION C: KEY TASKS AND SPECIFIC ACCOUNTABILITIES

### 1. Civil Litigation Support

*Provide timely and accurate day to day guidance and civil litigation support to clients.*

#### **Key Responsibilities:**

- Receive instructions from the clients or senior team members
- Build relationships with clients and meet, phone or email clients to advise on or report on matters and to deliver exceptional client service
- Correspond with other lawyers
- Advise on civil and commercial disputes
- Draft proceedings and affidavits
- Report to the senior team members on files as required

### 2. Professional Development

*Ensure your on-going professional development in agreement with your Responsible Person.*

#### **Key Responsibilities:**

- Attend relevant and value adding professional courses and programmes to keep up to date with civil litigation best practice.

### 3. Other Tasks

*Carry out other tasks and duties as and when required.*

#### **Key Responsibilities:**

- Being an active member within the fee earners group and attend all meetings
- Build and maintain excellent internal relationships
- Manage delegation and guidance to junior graduates where required
- Complete non-chargeable productive tasks as assigned
- Work within the firm's financial management practices and procedures
- Duties are carried out in a timely and accurate manner, and in accordance with SRB's policies and procedures
- Undertake all other duties that are reasonably requested from time to time
- Commitment to the SRB Contribution Criteria

## **SECTION D**

### **Qualifications**

- Tertiary qualification in Law

### **Experience**

- 1-3 years' experience, with previous experience in civil and commercial litigation preferred
- Court experience advantageous

### **Skills and Knowledge**

- Exceptional interpersonal skills with the ability to quickly establish credibility, have the personal impact and build excellent working relationships with internal and external clients
- Exceptional communicator, both written and verbal
- Excellent organisation, time-management and prioritisation skills
- Well-developed computer skills
- Ability to work collaboratively in a team to support other team members
- Financial management skills
- Strong analytical and research skills
- Business development skills
- Independent thinker who takes initiative
- Accuracy focus with an exceptional eye for detail

### **Personal Attributes**

- Forward thinking and action orientated
- Determination and perseverance
- Resilience
- Methodical, practical and conscientious