

POSITION DESCRIPTION – DISPUTE RESOLUTION SOLICITOR

SECTION A:

Employer:	Saunders Robinson Brown (SRB)
Position Title:	Solicitor
Reporting To:	Dispute Resolution Practice Group Leader Dispute Resolution Special Counsel
Location:	Christchurch
Functional Relationships:	Internal Professional Staff External Clients

SECTION B:

Position Objective:	The Dispute Resolution Solicitor will provide support to the firm and clients. You will be involved with civil litigation and employment law. You will work with existing clients with a view to developing those relationships and maintaining a high level of client service.
Background:	From offices in Christchurch and Rangiora, the experienced team at Saunders Robinson Brown (SRB) provides professional legal advice and services in the areas of commercial law, property law, trusts and estates, civil litigation and dispute resolution, family law, and employment law. SRB prides itself on their approachable, client-centred culture, and commitment to being the best at what we do and a great place to work.
Staff Numbers:	Partners – 14 Staff – 90 including Principals

SECTION C: KEY TASKS AND SPECIFIC ACCOUNTABILITIES

1. Dispute Resolution Support

Provide timely and accurate day to day guidance and 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 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 and employment law 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
- 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

SECTION D

Qualifications

- Tertiary qualification in Law

Experience

- Up to 2 years' legal experience

Skills and Knowledge

- Exceptional interpersonal skills with the ability to quickly establish credibility and build excellent working relationships internally and externally
- 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
- Strong analytical and research 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