

## POSITION DESCRIPTION – ASSOCIATE/SENIOR ASSOCIATE

### SECTION A:

<b>Employer:</b>	Saunders Robinson Brown (SRB)
<b>Position Title:</b>	Associate/Senior Associate
<b>Reporting To:</b>	Dispute Resolution Practice Group Leader
<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 Associate/Senior Associate will provide support to the firm and clients. You will be primarily involved with civil litigation. There is also scope to provide support to our employment law team.</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>	<p>Partners – 17</p> <p>Staff – 80 including Partners</p>

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## SECTION C: KEY TASKS AND SPECIFIC ACCOUNTABILITIES

### 1. Civil Litigation Support

*The primary focus of the role is to provide timely and accurate day to day guidance and civil litigation support to the firm and clients.*

**Key Responsibilities:**

- Receive instructions from clients or the Partner
- 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 litigation matters
- Draft proceedings and affidavits
- Attend mediations, arbitrations and Court
- Appear in Court/tribunal/authority and prepare and deliver legal submissions
- Appear in hearings with witnesses
- Independently appear at mediations/settlement conferences/settlement meetings
- Undertake research
- Draft opinions
- Report to the Partner on files as required

### 2. Employment Law Support

*Provide timely and accurate day to day guidance and employment law support to clients.*

**Key Responsibilities:**

- Receive instructions from 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
- Report to clients and senior team members
- Undertake research
- Draft opinions
- Draft and review employment agreements
- Advise on employment matters
- Advise on disciplinary and dismissal processes
- Assist with dispute resolution and employment disputes
- Attend mediation in employment disputes
- Draft proceedings and appear in Authority and Court matters
- Advise on health and safety matters
- Advise on other ancillary employment legal issues as required

- Assist the firm with any employment related issues or assist with drafting employment agreements

### **3. Professional Development**

*Ensure your on-going professional development in agreement with the Dispute Resolution Practice Group Leader.*

#### **Key Responsibilities:**

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

### **4. Other Tasks**

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

#### **Key Responsibilities:**

- Be efficient, well organised and manage time effectively to help with the workflow in the team
- Promote the firm's expertise by contributing to team marketing and increasing the firm's client base
- Deliver an excellent customer experience by providing genuine value to our clients in everything we do, to make a real difference for our clients
- Be an active team member and attend all meetings
- Build and maintain excellent internal relationships and support juniors in the team (including assisting with mentoring), contributing to SRB's culture and positive working relationships
- Complete non-chargeable productive tasks as assigned
- Work within the firm's financial management practices and procedures
- Undertake legal research and draft opinions as required
- 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

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## **SECTION D**

### **Qualifications**

- Tertiary qualification in Law

### **Experience**

- A minimum of 6 years' legal experience with previous experience in civil litigation, commercial litigation. Employment law experience advantageous but not necessary.
- 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
- Knowledge of OneLaw advantageous
- Knowledge of the rules and procedures in Courts/tribunals/authorities
- Financial management skills
- Strong analytical and research skills
- Business development skills
- Accuracy focus with an exceptional eye for detail
- Independent thinker who takes initiative

### **Personal Attributes**

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