

Job Description

Position Title Graduate Solicitor

Employer Atkinson Crehan Law



Relationships

Reporting to: Partner or Senior Solicitor [relevant to training area]

Direct reports: 0

Internal: Atkinson Crehan staff situated at all sites

External: Clients, Contractors, Suppliers, external agencies.

Date May 2023

Location

You will generally be based between our Richmond and Nelson offices but may be required to travel from time to time to our other sites or to client meetings.

Type of Employment

This role is a permanent full-time position [1 FTE, 37.5 hours per week], worked Monday to Friday. Some flexibility will be required around hours of work.

Purpose

The purpose of this role is to provide high quality legal services (as a duly qualified barrister and solicitor of the High Court of New Zealand), in a timely and effective manner, to the clients of Atkinson Crehan Law. As a Graduate Solicitor you will work across our suite offerings to develop your skills and knowledge in order deliver effective services to Atkinson Crehan clients.

Key Accountabilities

Legal Services and Advice	<p>Provide high quality and concise legal services and advice, in accordance with client instructions. This includes:</p> <ul style="list-style-type: none">• Efficiently undertaking legal research and opinions which are focused on outcomes• Drafting quality correspondence and documents• Assist with file notes [ensuring accuracy, content, legibility] are made in accordance with good file management practices and to assist fellow team members should they need to pick up on your behalf• Effectively receiving and completing instructions for clients, producing high quality work.
Client Relationships	<p>Build strong relationships with clients, displaying a high level of “client care”. This includes:</p> <ul style="list-style-type: none">• Developing a good working relationship with clients, displaying professionalism and credibility• Providing customer service that meets or exceeds client expectations• Acting and responding to clients in a timely manner• Write clear, precise and user friendly letters and documents to all parties involved• Attend and professionally represent Atkinson Crehan Law at client meetings• Acting at all times in accordance with the New Zealand Law Societies Rules of Conduct and Client Care for Lawyers.

Practice Management and Development	<p>Display professional practice management and development skills, in line with the firm's requirements. This includes:</p> <ul style="list-style-type: none"> • Timely and systematic file management • Establishing effective time management practices, with the ability to self-manage, prioritise and meet deadlines • Proactively managing risks as they arise • Supporting the firm in business development activities, including being proactive with business development initiatives • Undertaking relevant professional development to develop necessary knowledge, skills and abilities, in accordance with professional requirements • Escalation of complicated/difficult files to the Partner for supervision.
Financial Accountability	<p>Gain an understanding to and develop skills in the firm's accounting and financial management practices. This includes:</p> <ul style="list-style-type: none"> • Following Trust Accounting procedures • Establishing timely billing practices in accordance with the firm's policy • Meeting budget requirements; • Ensuring debtors are controlled and managed in accordance with the firm's policy.
Teamwork	<p>Gain a good understanding of all areas of law Atkinson Crehan engages in to assist with:</p> <ul style="list-style-type: none"> • Understating how all areas of law cross over/lead into each other • Working collaboratively within the team to develop a strong level of trust in your capabilities • Learning internal Workflow processes • Engage with firmwide marketing and client networking activities as and when required [this could include outside usual hours of work] • Develop added value activities which complement existing standard services demonstrating 'going the extra mile'.
Continuous improvement / Professional Development	<ul style="list-style-type: none"> • On-going development in terms of work practices, procedures and systems, technology and automation to enhance the client experience and make the practice as cost effective as possible • Maintain and update in-house resource bank of precedents • Undertake, in consultation with the Partner & HR, a plan to develop your personal professional skills; marketing activities including client networking; training and supervision • Continue to build on own technical knowledge within the areas of law you will be learning in.
Other	<ul style="list-style-type: none"> • Undertake any other duties as reasonably requested from time to time.

Qualifications and Experience

- Bachelor of Laws [minimum]
- Admitted as a Barrister and Solicitor to the Bar in Aotearoa/New Zealand
- Customer service experience.

Skills and Knowledge

- Exceptional communicator, both written and verbal
- Ability to quickly establish rapport and build excellent and positive working relationships with internal and external clients

- Excellent organisation and time-management skills
- Ability to keep confidences
- Accuracy focus with an exceptional eye for detail
- Ability to quickly learn new systems and processes.

Personal Attributes

- Ability to use ones initiative
- Proficient problem solver
- Calm under pressure
- A positive outlook and language
- Keep promises and honour commitments
- Praise publicly and challenge privately
- Treats others as they would a client
- Communicates clear expectations and follows through consistently
- Good interpersonal skills
- Seek to understand each other's concerns and needs
- A willingness to demonstrate Atkinson Crehan values and compliance to company policies and procedures.

