

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – ASSOCIATE (CORPORATE)			
Sector	Legal Services		
Track	Advisory and Advocacy		
Level	Junior		
Occupation	Legal Practitioner		
Job Role	Associate (Corporate)		
Job Role Description	<p>An associate in corporate practice, usually below 5 years PQE, assists senior lawyers with legal research and analysis, management of multiple matters, and preparation of first drafts of legal documents. He/she supports negotiations with counterparties as part of a team and drafts and revises documentation based on client instructions or negotiation outcomes. He/She coordinates different aspects of matters, and may be asked to communicate with and interview clients, prepare and file meeting attendance notes, perform file due diligence and provide administrative support for matters. He/She is familiar with and able to use legal technology tools to perform key tasks efficiently. He/She keeps abreast of developments in the law, best practices, and technological advancements in the legal industry by engaging in continuing professional development.</p> <p>He/She is expected to comply with firm policies and processes and work as part of a team to meet clients' objectives and uphold high ethical and professional standards. He/She should develop commercial and industry awareness to better understand clients' needs and objectives. He/She should be familiar with the regulatory processes and functions of various key stakeholders.</p>		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations
	Support matters and business operations	Undertake file due diligence and fact finding / fact checking for matters	In accordance with: <ul style="list-style-type: none"> • Legal Profession Act 1966 • Legal Profession (Solicitors' Accounts) Rules • Legal Profession (Prevention of Money Laundering and Financing of Terrorism) Rules 2015
		Collaborate with other lawyers, legal support staff and other non-legal colleagues or professionals (e.g., audit and forensics), where necessary	
		Organise and manage matters, files and documents to ensure accurate records and progress of matters	
		Support the administration of matters	
		Execute tasks in accordance with internal policies and procedures	
		Use technology tools to support business	
		Keep accurate records of billings	
	Support deal structuring and transactions	Conduct legal research and identify relevant laws applicable to matters	
		Conduct due diligence on the target business entity or individual	
		Analyse relevant materials to propose advice on deal structures or transactional solutions for senior lawyers' consideration	
		Support negotiations with counterparties in the transactions	
		Support implementation of transactional strategies and solutions (e.g., post-completion matters) to ensure desired outcomes are achieved for clients	
		Prepare drafts of legal opinions and other legal correspondence	
		Prepare drafts of transactional documents such as contracts and filings to regulatory authorities	

		Review and proofread transactional documents for accuracy and compliance with relevant laws, practice directions and guidelines		
	Build relationships with clients	Understand clients’ needs and business objectives		
		Develop understanding of clients’ industries		
		Support client onboarding		
		Support client meetings and consultations		
		Maintain regular communications with clients to address their needs		
		Attend networking events to build up networks and commercial awareness		
	Adhere to risk management and compliance processes	Understand importance of risk management from client’s and firm’s perspective, identify risks arising from matters and follow firm’s processes		
		Understand AML/CTF obligations and compliance requirements		
		Understand how internal and external factors affect firm		
	Uphold professionalism and ethical standards	Stay up-to-date with developments and best practices in Singapore and international law and legal practice		In accordance with: <ul style="list-style-type: none">• Legal Profession Act 1966, 2nd Schedule• Legal Profession (Professional Conduct) Rules 2015
		Engage in continuing learning and professional development to develop subject-matter expertise		
		Understand and adhere to ethical and professional standards		
Identify and seek appropriate guidance to address ethical issues and dilemmas				

Skills and Competencies	Technical Skills and Competencies		Critical Core Skills	
	Legal Business Acumen	Basic	Collaboration	Basic
	Business Development for Law Firms	Basic	Digital Fluency	Basic
	Business Risk Assessment	Intermediate	Influence	Basic
	Client Management	Basic	Learning Agility	Basic
	Contract Drafting	Intermediate	Problem Solving	Basic/Intermediate
	Deal Structuring	Basic		
	Due Diligence	Intermediate		
	Legal Interviewing	Intermediate		
	Legal Research and Analysis	Intermediate		
	Legal Writing	Intermediate		
	Legal Matter Management	Intermediate		
	Negotiation	Basic		
	Professional Ethics	Basic		

The information contained in this document serves as a guide.