

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – ASSOCIATE (DISPUTES)			
Sector	Legal Services		
Track	Advisory and Advocacy		
Level	Junior		
Occupation	Legal Practitioner		
Job Role	Associate (Disputes)		
Job Role Description	<p>An associate in disputes practice, usually 5 years PQE or less, assists senior lawyers with legal research and analysis, interpretation and application of laws to the facts of the case, management of multiple cases, and preparation of first drafts of legal documents such as affidavits and pleadings. He/She takes instructions from and works under the supervision of senior lawyers and may be asked to communicate with and interview clients, prepare and file meeting attendance notes, and provide support for appropriate dispute resolution processes. He/She is familiar with and able to use legal technology tools to perform key tasks efficiently.</p> <p>He/She keeps abreast of developments in the law, best practices, and technological advancements in the legal industry by engaging in continuing professional development. 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 industry awareness to better understand clients' needs and objectives. He/She should be familiar with the processes and functions of various key stakeholders.</p>		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	
		Performance Expectations	
	Support cases and business operations	Conduct legal research and identify relevant materials applicable to cases	In accordance with: <ul style="list-style-type: none"> • Legal Profession Act 1966 • Rules of Court 2021 • Court Practice Directions • Rules of applicable tribunals • Legal Profession (Solicitors' Accounts) Rules • Legal Profession (Prevention of Money Laundering and Financing of Terrorism) Rules 2015
		Undertake file due diligence, discovery and fact finding / fact checking for client matters	
		Analyse relevant materials to propose appropriate solutions including remedies and reliefs available	
		Collaborate with other lawyers, legal support staff and other non-legal colleagues or professionals (e.g., audit and forensics), where necessary	
		Organise and manage case files, documents, and evidence to ensure accurate records and progress of cases	
		Prepare draft legal opinions and other legal correspondence	
		Execute tasks in accordance with internal policies and procedures	
		Use technology tools to support business	
		Keep accurate records of billings	
	Support Appropriate Dispute Resolution	Identify and prepare relevant information for formulating dispute resolution strategies and supporting negotiations	
		Prepare and revise drafts of legal documents such as affidavits, pleadings, legal opinions and documentation for various legal and dispute resolution proceedings	
		Assist lead counsel in Appropriate Dispute Resolution sessions or hearings, including online dispute resolution proceedings	
		Conduct advocacy under supervision	
	Build relationships with clients	Understand clients' needs and 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 cases 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 activities 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 Advocacy	Basic/Intermediate	Collaboration	Basic
	Legal Business Acumen	Basic	Digital Fluency	Basic
	Business Development for Law Firms	Basic	Influence	Basic
	Business Risk Assessment	Intermediate	Learning Agility	Basic
	Client Management	Basic	Problem Solving	Basic/Intermediate
	Dispute Resolution Strategy	Basic		
	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.