

Track	Advisory and Advocacy	
Sub-track	Law Firm Practice	
TSC	Matter Management	
TSC Description	Manage, coordinate and oversee various aspects of a legal matter	
TSC Proficiency Level	Intermediate	Advanced
TSC Proficiency Level Description	Manage and coordinate various aspects of a matter to ensure that optimal outcomes are achieved	Oversee the management of a matter to ensure optimal outcomes are achieved
Knowledge	<ul style="list-style-type: none"> Legal and regulatory processes, and timelines Workflow and information management practices, and methodologies (e.g., internal policies and industry best practices) Matter management tools and software solutions Document filing systems Relevant rules of ethics and professional standards 	<ul style="list-style-type: none"> Budgeting and finance principles
Abilities	<ul style="list-style-type: none"> Coordinate and perform tasks to advance the progress of a matter in accordance with ethical and professional standards (e.g., file due diligence, fee and billing management, regular client updates and collect documents from client) Monitor and track the timelines and progress of a matter (e.g., ensuring that procedural timelines are met) Implement best practices for managing a matter (e.g., secure knowledge sharing and team collaboration) Manage document filing system for record-keeping, collaboration and knowledge sharing Utilise tools and software solutions to execute processes and workflows 	<ul style="list-style-type: none"> Establish policies and best practices for managing a matter in accordance with ethical and professional standards (e.g., secure knowledge sharing, fee and billing management, team collaboration and budgeting) Anticipate and mitigate potential issues that may arise in the management of a matter and implement appropriate interventions (e.g., human and financial resource allocation and requesting for extensions of procedural timelines) Evaluate the effectiveness and efficiency of a matter management processes and workflows Introduce enhancements to processes / workflows (e.g., through the use of technology and tools) Establish document filing system for record-keeping, collaboration and knowledge sharing
Job Roles	<ul style="list-style-type: none"> Associate (Corporate) Associate (Disputes) Senior Associate (Corporate) Senior Associate (Disputes) 	<ul style="list-style-type: none"> Senior Associate (Corporate) Senior Associate (Disputes) Partner (Corporate) Partner (Disputes)