

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – PARTNER (CORPORATE)			
Sector	Legal Services		
Track	Advisory and Advocacy		
Level	Mid to Senior		
Occupation	Legal Practitioner		
Job Role	Partner (Corporate)		
Job Role Description	<p>A partner in corporate practice, usually above 7 years PQE, plays a key role in advising businesses on complex legal matters. He/She strategises and guides a corporate/transactional law team, providing direction and instructions for matters. He/She oversees the legal drafting work, due diligence and investigations, and leads the structuring of deals. He/She takes the lead role in negotiations that are complex, strategic or sensitive in nature. He/She typically manages a team to ensure that law firm targets and key performance indicators (KPIs) are communicated and achieved. Besides overseeing the core operations and financial and resource planning of the team, he/she also acts as a mentor or advisor to other more junior team members. He/She builds on and grows the law firm's network and identifies new areas of growth for the firm. He/She has a central role in growing the clientele. He/She is also apprised of technology-driven solutions that may enhance the productivity and legal processes of the firm.</p> <p>He/she may be called upon to provide his/her expertise to professional and industry organisations and committees. He/She also possesses excellent communication skills, and is able to manage internal and external stakeholders, while ensuring compliance with legal regulations and requirements. He/She should be a role model in the firm, in complying with firm policies and processes, as well as upholding and driving high ethical and professional standards within the firm. He/She keeps abreast of developments in the law, best practices and legal technology by engaging in continuing professional development. 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
	Oversee matters and business operations	Oversee matter management, including legal research, file due diligence and investigations in relation to 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
		Oversee and advise on multiple matters simultaneously	
		Determine final bill to clients for the team's services and oversee payments	
		Evaluate and recommend purchase of technology solutions and promote adoption or adaptation by the firm	
		Manage budget and resourcing of the team	
	Oversee deal structuring and transactions	Synthesise legal research of applicable laws and regulations	
		Evaluate proposed legal solutions and recommend to clients appropriate deal structures or transactional solutions	
		Lead negotiations with counterparties in the transactions	
		Lead the implementation of transactional strategies and solutions (e.g., post-completion matters) to ensure desired outcomes are achieved for clients	
		Approve legal opinions and recommendations and other legal correspondence	
		Approve transactional documents such as contracts and filings to regulatory authorities	
		Ensure all procedures and transactional documents are in compliance with applicable laws and regulations	
		Anticipate clients' needs and manage their expectations	

	Build and foster relationships with clients	Oversee client onboarding			<div>In accordance with:</div> <ul style="list-style-type: none">Legal Profession Act 1966, 2nd ScheduleLegal Profession (Professional Conduct) Rules 2015
		Drive communications with clients and lead client meetings and consultations			
		Deepen knowledge of clients’ industries			
		Showcase legal expertise (e.g., through thought leadership activities)			
		Cultivate and leverage business and professional networks and relationships			
		Formulate and lead the team’s business development strategies			
		Secure new clients and matters for the firm			
		Drive activities in growth areas to develop new opportunities			
	Manage internal and external risks and ensure compliance	Evaluate risks impacting the firm’s business			
		Oversee implementation of risk management practices and mitigation plans			
		Ensure compliance with AML/CTF obligations			
	Manage people and performance	Evaluate team members’ development needs and advise on their career development			
		Drive professional development and continuous skills upgrading initiatives for team members			
		Coach and mentor team members			
		Communicate performance indicators and align expectations of team members			
		Provide feedback to and engage with management on staffing issues			
	Uphold professionalism and ethical standards	Formulate the firm's policies and strategies for managing ethical dilemmas and upholding ethical and professional standards			
		Lead by example and provide guidance to team members on ethical and professional standards			
		Oversee the team's compliance with ethical and professional standards			
Skills and Competencies	Technical Skills and Competencies		Critical Core Skills		
	Legal Business Acumen	Advanced	Collaboration	Intermediate	
	Business Development for Law Firms	Intermediate/Advanced	Decision-Making	Intermediate/Advanced	
	Business Risk Assessment	Advanced	Developing People	Intermediate/Advanced	
	Client Management	Advanced	Digital Fluency	Intermediate	
	Contract Drafting	Advanced	Influence	Advanced	
	Deal Structuring	Advanced			
	Due Diligence	Advanced			
	Legal Interviewing	Advanced			
	Legal Research and Analysis	Advanced			

	Legal Writing	Advanced	
	Legal Matter Management	Advanced	
	Negotiation	Advanced	
	Professional Ethics	Advanced	

The information contained in this document serves as a guide.