

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – PARTNER (DISPUTES)			
Sector	Legal Services		
Track	Advisory and Advocacy		
Level	Mid to Senior		
Occupation	Legal Practitioner		
Job Role	Partner (Disputes)		
Job Role Description	<p>A Partner in disputes practice, usually above 7 years PQE, strategises for and guides a dispute resolution team, providing direction and instructions for cases. He/She oversees the legal drafting work and investigations and leads the dispute resolution efforts. He/She will typically manage 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 to enhance the productivity and legal processes of the firm.</p> <p>He/she may be called upon to provide his/her expertise in 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 processes and functions of various key stakeholders.</p>		
Critical Work Functions, Key Tasks and Performance Expectations	Critical Work Functions	Key Tasks	Performance Expectations
	Oversee cases and business operations	Oversee matter management, including legal research and investigations in relation to cases	In accordance with: <ul style="list-style-type: none"> • Legal Profession Act 1966 • Rules of Court 2021 • Rules of applicable tribunals • Court Practice Directions • Legal Profession (Solicitors' Accounts) Rules • Legal Profession (Prevention of Money Laundering and Financing of Terrorism) Rules 2015
		Synthesise legal research of applicable laws and regulations	
		Evaluate the analysis of cases and proposed legal solutions and provide advice to clients on appropriate solutions	
		Lead case conferences and communications to ensure desired outcomes are achieved	
		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	
	Lead Appropriate Dispute Resolution	Design and decide on dispute resolution strategies, including online dispute resolution	
		Drive negotiations with relevant parties to increase likelihood of resolution	
		Approve legal documents such as affidavits, pleadings, and documentation for various legal and dispute resolution proceedings	
		Lead and conduct advocacy in trials or other appropriate dispute resolution proceedings	
		Ensure all procedures are followed according to applicable laws and regulations	
		Promote the use of legal technology tools for drafting and dispute resolution	
		Anticipate clients' needs and manage their expectations	

	Build and foster relationships with clients	Oversee client onboarding	
		Drive communications with clients and lead client meetings and consultations	
		Deepen knowledge of clients' industries	
		Showcase legal expertise (e.g., through thought leadership)	
		Cultivate and leverage business and professional networks and relationships	
		Formulate and lead the team's business development strategies	
		Secure new clients and cases for the firm	
		Drive activities in growth areas to develop new opportunities	
	Manage internal and external risks	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	In accordance with: <ul style="list-style-type: none"> Legal Profession Act 1966, 2nd Schedule Legal Profession (Professional Conduct) Rules 2015
		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 Advocacy	Advanced	Collaboration Intermediate
	Legal Business Acumen	Advanced	Decision Making Intermediate/Advanced
	Business Development for Law Firms	Intermediate/Advanced	Developing People Intermediate/Advanced
	Business Risk Assessment	Advanced	Digital Fluency Intermediate
	Client Management	Advanced	Influence Advanced
	Dispute Resolution Strategy	Advanced	
	Legal Interviewing	Advanced	
	Legal Research and Analysis	Advanced	
	Legal Writing	Advanced	
	Legal Matter Management	Advanced	
	Negotiation	Advanced	

	Professional Ethics	Advanced	
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The information contained in this document serves as a guide.