

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – SENIOR ASSOCIATE (CORPORATE)			
Sector	Legal Services		
Track	Advisory and Advocacy		
Level	Junior to Mid		
Occupation	Legal Practitioner		
Job Role	Senior Associate (Corporate)		
Job Role Description	<p>A senior associate in corporate practice, usually 4 to 10 years PQE, takes on some responsibilities in team management, business development, and legal strategy, in addition to their legal duties as practising lawyers to contribute to the firm's growth. He/She is able to synthesise legal knowledge and skills with client objectives to handle complex legal matters, to deliver legal services to clients. He/She assists senior lawyers with legal research, due diligence, drafting and management of multiple matters. He/She is involved in mentoring junior team members and may review first drafts of legal documents proposed by junior team members. He/She is familiar with and able to use legal technology tools to perform key tasks efficiently, guiding junior team members where necessary. 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. At a team level, he/she guides junior team members on ethical issues and upholds high ethical and professional standards within the firm. He/She should develop commercial and industry awareness and business development skills as he/she builds a client portfolio and professional network. 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
	Manage matters and business operations	Review and coordinate matters, files and documents to ensure accurate records and progress of 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
		Manage and review file due diligence to identify potential legal risks and liabilities	
		Manage collaboration with other lawyers, legal support staff and other non-legal colleagues or professionals, where necessary	
		Ensure tasks are executed by junior team members in accordance with internal policies and procedures	
		Monitor and manage time spent on matters, billings and resourcing of team for cost and time management	
		Draft and review client bills with team, where applicable	
		Support adoption of technology tools	
	Contribute to deal structuring and transactions	Conduct legal research relating to matters and review compiled research prepared by junior team members	
		Analyse relevant legal research of applicable laws and regulations and propose advice on deal structures or transactional solutions for clients	
		Support and conduct negotiations with counterparties in the transactions	
		Implement transactional strategies and solutions (e.g., post-completion matters) to ensure desired outcomes are achieved for clients	
		Prepare and review legal opinions and other legal correspondence	
		Supervise the preparation of transactional documents such as contracts and filings to authorities to ensure accuracy	

		Ensure procedures and transactional documents are in compliance with applicable laws and regulations		
	Manage and build client relationships	Prepare for and facilitate client meetings and consultations		
		Analyse clients' needs and business objectives		
		Manage client onboarding		
		Maintain regular communications with clients to address their needs and build relationships		
		Build and nurture networks, knowledge of clients' industries, and commercial awareness through business development activities (e.g., networking events)		
		Contribute to team's or firm's business development strategies		
		Support risk management and compliance processes	Identify and highlight risks and follow firm's processes to manage risks	
	Ensure compliance with AML/CTF obligations			
	Contribute to implementation of risk management strategies			
	Manage people	Coach and mentor junior team members (e.g., to improve performance and stress management)		
		Contribute to performance feedback of junior team members and staff		
	Uphold professionalism and ethical standards	Stay up-to-date with developments and best practices in Singapore and international law and legal practice		
		Engage in continuing learning and professional development activities to develop subject-matter expertise		
		Understand and adhere to ethical and professional standards		
		Flag and address ethical issues and dilemmas		
		Provide guidance on ethical issues to junior team members		
Skills and Competencies	Technical Skills and Competencies		Critical Core Skills	
	Legal Business Acumen	Intermediate	Communication	Intermediate
	Business Development for Law Firms	Basic/Intermediate	Developing People	Intermediate
	Business Risk Assessment	Intermediate	Digital Fluency	Intermediate
	Client Management	Intermediate	Influence	Intermediate
	Contract Drafting	Intermediate/Advanced	Problem Solving	Intermediate
	Deal Structuring	Intermediate		
	Due Diligence	Intermediate		
	Legal Interviewing	Intermediate/Advanced		
	Legal Research and Analysis	Intermediate/Advanced		
	Legal Writing	Intermediate/Advanced		
	Legal Matter Management	Intermediate/Advanced		
	Negotiation	Intermediate		

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