

SKILLS FRAMEWORK FOR LEGAL SERVICES SKILLS MAP – SENIOR ASSOCIATE (DISPUTES)			
Sector	Legal Services		
Track	Advisory and Advocacy		
Level	Junior to Mid		
Occupation	Legal Practitioner		
Job Role	Senior Associate (Disputes)		
Job Role Description	<p>A senior associate in disputes 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 represent clients in various dispute resolution processes. He/She assists senior lawyers with legal research, drafting and management of multiple cases. 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.</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. 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 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 cases and business operations	Conduct legal research and review compiled research prepared by junior team members	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
		Manage file due diligence process and guide and review due diligence work of junior team members	
		Apply legal research to propose appropriate solutions including remedies and reliefs available	
		Manage collaboration with other lawyers, legal support staff and other non-legal colleagues or professionals, where necessary	
		Review and manage case files, documents, and evidence to ensure accurate records and progress of cases	
		Prepare and review legal opinions and other legal correspondence	
		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	
	Manage and facilitate Appropriate Dispute Resolution	Propose and provide analysis of dispute resolution strategies, including online dispute resolution	
		Support and conduct negotiations with relevant parties to increase likelihood of resolution	
		Prepare and review legal documents such as affidavits, pleadings, and documentation for various legal and dispute resolution proceedings	

		Manage the use of legal technology tools for drafting and dispute resolution		
		Conduct and / or support advocacy in trials or other appropriate dispute resolution proceedings		
		Ensure all procedures are followed according to applicable laws and regulations		
	Manage and build client relationships	Analyse clients’ needs and objectives		
		Manage client onboarding		
		Prepare and facilitate client meetings and consultations		
		Manage regular communications with clients to address their needs and build relationships		
		Build up 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	Identify and highlight risks and follow firm’s processes to manage risk		
		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		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		
		Flag and address ethical issues and dilemmas appropriately		
		Provide guidance on ethical issues to junior team members		

Skills and Competencies	Technical Skills and Competencies		Critical Core Skills	
	Legal Advocacy	Intermediate	Communication	Intermediate
	Legal Business Acumen	Intermediate	Developing People	Intermediate
	Business Development for Law Firms	Basic/Intermediate	Digital Fluency	Intermediate
	Business Risk Assessment	Intermediate	Influence	Intermediate
	Client Management	Intermediate	Problem Solving	Intermediate
	Dispute Resolution Strategy	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	

The information contained in this document serves as a guide.