

Track	Advisory and Advocacy	
TSC Category	Management	
TSC	Matter Management*	
TSC Description	Manage, coordinate and oversee various aspects of legal matters	
TSC Proficiency Level	Intermediate	Advanced
TSC Proficiency Level Description	Manage and coordinate various aspects of legal matters to ensure that optimal outcomes are achieved	Oversee the management of legal matters to ensure optimal outcomes are achieved
Knowledge	- 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	- Budgeting and finance principles - Legal operations best practices (e.g., process optimisation and legal technology utilisation) - Methods to evaluate workflow processes
Abilities	- Coordinate and perform tasks to advance the progress of a matter in accordance with ethical and professional standards (e.g., file due diligence, external counsel management and contract management) - Monitor and track the timelines, progress and any follow-up actions of a matter (e.g., procedural timelines for court cases and post-completion legal obligations for deals) - Monitor legal resource use and costs (e.g., track client billing, managing external counsel fees and support cost-efficiency initiatives) - Implement best practices for managing a matter (e.g., secure knowledge sharing and team collaboration) - Manage systems for record-keeping, collaboration and knowledge sharing - Utilise tools and software solutions to execute processes and workflows	- 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, external counsel management and contract management) - Anticipate and mitigate potential issues that may arise in the management of a matter and implement appropriate interventions (e.g., requesting for extensions of procedural timelines) - Oversee legal resource planning and management for matters (e.g., track legal spend, optimise external counsel use and lead cost-saving initiatives) - Evaluate the effectiveness and efficiency of matter management processes and workflows (e.g., contract workflow) - Introduce enhancements to processes / workflows (e.g., through the use of technology and tools) - Establish system for record-keeping, collaboration and knowledge sharing
Job Roles	- Associate (Corporate) - Associate (Disputes) - Senior Associate (Corporate) - Senior Associate (Disputes) - Legal Counsel - Senior Legal Counsel	- Senior Associate (Corporate) - Senior Associate (Disputes) - Partner (Corporate) - Partner (Disputes) - Senior Legal Counsel - General Counsel

*Under Skills Framework for Legal Services, this TSC is known as Legal Matter Management.

© 2025 Singapore Academy of Law

Version 1.1 (13 October 2025)

Reproduction in whole or in part in any form or medium without express written permission of Singapore Academy of Law is prohibited