



## Position Description

<b>Position Title</b>	Associate	<b>Location</b>	Christchurch
<b>Team</b>	Employment	<b>Direct Reports</b>	Nil
<b>Reports To</b>	Partner	<b>Date</b>	January 2018
<b>Overview of Role</b>	The purpose of this position is to provide high quality employment law advice and services. The scope of the role covers all aspects of employment law, including advocacy, personal grievances and dispute resolution, restructuring and redundancy, employment agreements, performance management, health and safety advice and employment related legislation.		
<b>Key Relationships</b>	<b>Internal:</b> Partner and other authors in the employment practice, and other authors in firm as required, administration support staff. <b>External:</b> Clients and contacts.		

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### Legal Services

Work will include:

- Receiving and completing instructions for clients, producing high quality, concise and comprehensive work
- Drafting documents and correspondence.
- Conducting due diligences.
- Research and opinion work.
- Discovery of documents.
- Advising and advocating for clients.
- Court and Authority appearances.
- Receiving and completing instructions from others within the firm.
- Accurately and effectively managing all files, ensuring work in progress is up to date and accessible and the file fully and accurately reflects the status of work.
- Recording all time accurately on a daily basis.

### Practice Development

Initiate and support:

- Practice development activities such as client seminars, speaking engagements, article writing and client functions.
- Precedent development.
- Productivity improvements within practice team.

### Staff Development

Supervise and mentor junior staff in their work, providing professional guidance and developing strong mentoring relationships with junior lawyers.

### Client Relationships

Commensurate with your experience, attract and generate high quality, chargeable legal work, both for yourself as well as the team. This includes:

- New clients (introduction and development of).
- Existing clients, including referrals from within the firm (retention and further development).
- Building strong relationships with clients and contacts.

### Financial Targets

Annual KPIs will include:

- Daily chargeable hours
- Realisation rates
- Debtor and WIP management
- Fee budgets.

In addition, carry out any additional tasks and responsibilities as may reasonably be required to meet the demands of the position and the needs of the firm. Compliance with all firm policies, standards and procedures is an essential requirement.

It is expected that all responsibilities are carried out consistent with the values, capabilities and indicators as outlined in the Anthony Harper professional continuum.

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## Anthony Harper Values

The way we go about things at Anthony Harper is what defines us for our own people, our clients and those we work alongside. The Anthony Harper Way is:

- Upfront, honest and accountable
- Think best
- Whatever it takes
- Proud to be us
- We've got your back.

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### Role Profile - Qualifications, Knowledge and Experience

#### Essential

#### Desirable

LLB – strong in commercial subjects. Second degree desirable. Admitted as a barrister and solicitor in NZ.

✓

Minimum 6 years' PQE

✓

Broader litigation background, ideally including general civil and commercial litigation, employment law and some criminal litigation

✓

Familiarity with health and safety legislation

✓

Strong drafting and advocacy skills

✓

Highly developed written and oral communication skills

✓

Strong academic record

✓

Technically strong. Uncompromising work standards.

✓

Professionally resilient – able to thrive and deliver quality results under pressure, adapt well to change and respond positively to feedback

Good fit with the team – enthusiastic, responsive, accommodating and strong team player

✓

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### Variation

The duties provided above may be modified and updated by the employer from time to time following consultation with the employee.