



Position Description

Position Title	Associate	Location	Auckland
Team	Trusts and Asset Planning	Direct Reports	Nil
Reports To	Partner - TAP	Date	January 2018
Overview of Role	The purpose of this position is to assist in the provision of high quality legal services to Anthony Harper's Trusts and Asset Planning clients. Work will include assessing client estate and asset planning circumstances, and identifying and implementing strategies to address client needs.		
Key Relationships	Internal: Authors in practice team, other authors in firm as required, administration support staff. External: Clients and contacts.		

Legal Services

Work will include:

- Receiving and completing instructions for clients, producing high quality, concise and comprehensive work.
- Drafting documents, agreements and correspondence.
- Advising clients
- Research and opinion work
- Managing file delegation with authors in other practice areas
- 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.

Staff Development

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

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.

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).
- Creating, building and enhancing strong relationships with clients, contacts and intermediaries.

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.

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

Ideally 4 – 8 years' PQE

✓

General property, company and commercial experience, and significant hands-on current experience in trusts and asset planning in last two years. Experience with the Property Relationships Act would be advantageous.

✓

Strong contract drafting and advisory skills

✓

Highly developed written and oral communication skills, empathy/understanding, a good listener, solution based thinking, attention to detail

✓

Variation

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