



## Position Description

<b>Position Title</b>	Legal Assistant/Legal Executive	<b>Location</b>	Auckland
<b>Team</b>	Retirement Villages	<b>Reports To</b>	Supervising Partner
<b>Date</b>	January 2018		
<b>Overview of Role</b>	The purpose of this position is to manage settlements for retirement village clients, providing high quality advice and documentation for resident entries and exits. There may also be scope for property conveyancing work.		
<b>Key Relationships</b>	<b>Internal:</b> Authors in practice team, other authors in firm as required, administration support staff. <b>External:</b> Clients and contacts.		

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### Legal Services

Responsibilities will include:

- receiving and completing instructions from retirement villages and producing high quality advice and documentation for entries and exits
- setting up files, creating database records and entering information
- ensuring accuracy of database information and updating documents
- drafting, preparation and filing of documents, letters and statements
- communicating with solicitors acting for residents, village owners and managers, and statutory supervisors, producing and providing information and reports as required
- arranging all matters relating to settlements, including execution of documents, monitoring of settlement monies, negotiating arrangements for non-standard settlements and attending to follow-up work

### General Administration

Responsibilities will include:

- 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
- archiving deeds and files
- assisting with billing
- recording all time accurately

### Practice Development

Attending client seminars and client/sector functions.

### Client Relationships

Commensurate with your experience, generate high quality, chargeable legal work, including relationship building, retention and further development with existing clients and contacts.

### Financial Targets

Annual KPIs will include:

- Daily chargeable hours
- 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.

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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**

Work experience either in a legal environment

✓

Experience working with settlements

✓

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

✓

Efficient multitasker with a high degree of autonomy, accuracy, organisation and strong attention to detail

✓

Good fit with the team – enthusiastic, responsive, flexible, supportive and accommodating

✓

Strong client focus - demonstrated ability to build strong and enduring client relationships

✓

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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.