



Associate Level 2 Competencies

Knowledge & Innovation

Demonstrates and has the ability to further develop a comprehensive knowledge of all key areas of law in chosen practice area (and beyond as required and competence grows).

- Developing reputation for technical ability and proficiency both internally and externally
- Regularly updates technical expertise
- Displays a knowledge of key areas of the law by providing clear, precise, practical and business focussed advice with supervision

Takes clear responsibility for own personal development, uses initiative and has a proactive and creative approach to problem solving:

- Takes responsibility for obtaining "stretching" work to develop own skills
- Consistently strives to provide innovative solutions

Actively supports and participates in knowledge sharing and know-how across the firm.

- Actively assists in the knowledge development of colleagues
- Proactively shares knowledge and is actively involved in precedent work.

Client Service & Business Development

Delivers a highly valued and quality service to clients.

- Supports the development of any/all existing and potential client accounts
- Supports the development of new relationships to receive work

Actively assists in broadening the scope of service to clients and target clients.

- Gathers and uses information of interest to clients' business
- Able to take the lead in client hospitality events
- Organises and supports business development events

Actively participates in client targeting and Firm wide business development activities

- Develops relationships with key individuals at existing clients
- Develops networks with peers outside the firm
- Contributes to client targeting events across the business



ADDLESHAW GODDARD

People & Teams

Communicates with openness and honesty, building effective working relationships by being fair & straightforward

- Proactively provides constructive feedback to aid team and individual development
- Builds relationships outside immediate team and starts to build wider firm relationships

Supports others and operates as a team player, learning from and exchanging ideas with others:

- Provides supervision for trainees and Level 1 Associates
- Self motivated to seek out opportunities for own development and shares knowledge, information and ideas with others

Develops own abilities to lead and manage teams.

- Seeks to develop others by providing opportunities for learning and offering encouragement and support
- Demonstrates willingness to take the lead in managing a project

Financial Delivery & Management

Consistently demonstrates good financial discipline and financial management skills.

- Uses time recording systems fully and effectively and encourages others to do so.
- Understands and adheres to the correct use of the firm's financial processes and procedures
- Ensures proactive billing in liaison with relevant partner.
- Provides realistic quotes/estimates to clients and agrees bills as appropriate

Demonstrates sound commercial judgement and acumen, increasingly contributing to the delivery of highly profitable work.

- Responsible for individual matter balances, identifying opportunities to bill on behalf of the matter partner
- Demonstrates awareness of recoverability and chargeable work

Effectively manages own time and that of others, prioritising activities appropriately (chargeable and non-chargeable).

- Role-Models disciplined financial management with other staff (e.g. closing time, coding accurately, considering necessity of costs, etc)



ADDLESHAW GODDARD

Culture & Values

Actively promotes and demonstrates openness to change and a practical, dynamic approach.

- Is driven to find innovative solutions and determined to succeed
- Promotes new working practices and improvements in technology

Enjoys working in teams and respects individuality, actively creating effective working relationships

- Actively participates in activities / initiatives outside immediate work remit (e.g. focus groups, Firm-wide project teams, associate forums)

Demonstrably committed to the strategic goals, direction and values of the Firm

- Recognises and reflects the Firm's strategic objectives and values
- Embraces and supports business driven change
- Seeks to achieve success through the best of everyone
- Prepared to operate outside own 'comfort zone'