# JOB DESCRIPTION

Job Title Professional Support Lawyer (PSL)

Reporting to Partner in charge of Know-how

Purpose of Position To assist the Know-how team in the areas of information management, research, training & development and business development, to ensure that professional staff are properly equipped with information and knowledge to allow them to provide a quality service to clients. To play an important role in maintaining and developing existing precedents, together with creating new ones. (Will have direct contact with fee earners and, where appropriate, clients.)

* + 1. Primary duties and responsibilities
			1. Know-how
* Assisting generally in the organisation and maintenance of electronic know-how on relevant subjects and in the expansion and development of information banks for specialist teams
* Reviewing the suitability for know-how of materials submitted by lawyers
* Creating new categories and sub-categories of know-how, as required
* Helping to profile relevant information (by attributing key words, inserting editorial comments, hyperlinks and abstracts etc) on the Document Management System and intranet (as appropriate) and ensuring that it is easily searchable by lawyers
* Being proactive in monitoring (and, if necessary, editing) know-how from time to time to ensure that its quality and relevance is maintained
* Sourcing new legislation, case reports and other developments and circulating copies to the firm and/or to the Know-how team, where required
* Acting as a sounding board for fee-earners looking for ideas about how to solve legal problems
* Assisting in the preparation of various information bundles for lawyers
* Keeping up-to-date with legal developments generally and helping others to do the same
* Drafting technical legal updates
* Generally assisting in the Know-how team’s efforts to expand the contribution to and use of know-how within the firm.
	+ - 1. General drafting
* Reviewing existing precedents and crib sheets regularly and generally keeping the precedent system up-to-date
* Preparing new precedents and crib sheets and, where appropriate, enlisting others’ help to review
* Helping to draft such other know-how materials as may be required eg flow-charts, house views, standard client board papers and client specific advice papers
* Preparing instructions to Counsel and notes of conferences / consultations on issues of broad relevance to the firm.
	+ - 1. Training and development
* Assisting in the preparation of training courses (both internal and external) and, when required, delivering relevant training courses (for example, on technical legal issues or accessing know-how generally)
* Attending and participating in internal training sessions (such as weekly lunches and junior training)
* Providing support in relation to tenders
* Delivering external talks / filming topical videos / recording webinars (when required).
	+ - 1. Business development
* Assisting in the preparation of our weekly client update service (7 Days), client Alerts, Briefings etc.
* Helping to collate and prepare timely responses to public consultations
* Assisting fee earners whose role as part of an industry body requires their feedback on public consultations
* Writing summaries of legal developments / issues for the firm’s website and editing submissions from others
* Providing support and assistance in respect of Sackers’ Knowledge programme for clients and in maintaining the firm’s website
* Assisting lawyers in writing articles / preparing seminars, including carrying out research and, if required, helping to prepare content of slides / handouts
* Speaking to and drafting articles for the press
* Attending client events, as required.
	+ - 1. Other general responsibilities
* As required, providing Know-how support in relation to our international alliance, Ius Laboris, including collating information from other jurisdictions, writing articles and general content for the Ius Laboris website, and approving relevant articles adapted from our Alerts for publication
* Providing client chargeable support to fee earners (when required)
* Carrying out research for fee earners
* Giving support to the various teams within the firm and to ad hoc groups which arise from time to time to review developments in the law
* Generally providing assistance to the Know-how partners and in discharging the responsibilities of the Know-how team.
	+ 1. Person specification
			1. Skills required
* Solid drafting skills
* Computer proficiency including a working knowledge of Microsoft applications (Word, Excel, PowerPoint, Outlook) and other web-based search engines such as Lawtel, PLC etc
* On-line search skills
* Excellent organisational skills
* Effective verbal and written communication.
	+ - 1. Personal attributes
* Well presented
* Versatile and team player
* Reliable and punctual
* Enthusiastic and willing to adapt to a varied role
* Calm under pressure and able to deal with conflicting timescales whilst meeting deadlines
* Approachable, friendly and conscientious
* Able to use own initiative.

**March 2019**