



## Practice Executive

Ashurst Operations Department, Brisbane

### Recruitment

<b>About Ashurst</b>	<p>Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit <a href="http://www.ashurst.com">www.ashurst.com</a>.</p>
<b>Department overview</b>	<p>Practice Executives (PE) provide high level, proactive business support to partners and senior fee earners across their designated division to assist with the development of comprehensive knowledge of clients, markets and work streams. PEs play a pivotal role in the practice team/s and ensure that support services to legal staff are delivered by the most appropriate staff or team, including the Central Services Hub (CSH) who manage all basic and business as usual (BAU) administration tasks.</p> <p>This role reports to the Brisbane based Practice Executive Team Lead</p>
<b>Main Responsibilities</b>	<p><b>Practice and Client Management</b></p> <ul style="list-style-type: none"><li>• Regular practice planning with lawyers to review and assist with client work activities.</li><li>• Efficient and effective use of precedent databases for the preparation of legal documents, research tasks, pitches, fee proposals and presentations, business development plans, etc.</li><li>• Assisting with preparing and drafting documents, correspondence, presentations and pitch documents, undertaking research and analysis as instructed.</li><li>• Ensuring appropriate file management systems are in place, including the filing of emails.</li><li>• Delegating appropriate admin tasks to CSH, such as time recording, matter openings, expenses, conflict searches and other compliance related tasks, updating of learning records, submitting New Business Intake, etc.</li><li>• Communicating with clients directly, screening calls and providing responses, including directing enquiries/requests to more appropriate areas in the firm.</li><li>• Monitoring and managing inboxes for partners, using initiative to reroute or prioritise queries received, and action or draft response for partners for review in order to reduce volume.</li></ul>

- Assisting with New Business Intake requirements and client file opening and related processes.
- Monitoring and management of debtors for associated practice area.

#### **Billing Management**

- Overseeing the billing process for the associated practice area, including coordinating and liaising with partners, lawyers and CSH to prepare and finalise timely and accurate client invoices.
- Manage, track and coordinate the review of Work in Progress and matter billings with the relevant lawyer/partner.
- Creating, amending and finalising of client invoices and associated monthly client reporting.

#### **Diary/Travel Management**

- Active diary management, gatekeeping, coordinating complex travel and resource requirements (booking flights, hotels, preparing itinerary, etc), and preparation of relevant documents with the reason for travel.
- Coordinating, or delegating as appropriate, meeting requirements (room bookings, attendee invitations, printing and collating resource materials, catering), including scheduling arrangements across time zones.

#### **Business Development/Marketing**

- Assisting partners with progressing and implementing outcomes identified from client relationship plans/meetings i.e. diarising/setting up monthly calls, follow up actions.
- Building professional networks and effective working relationships with internal stakeholders and Practice Executives/Executive Assistants, and counterparts in external client organisations.
- Develop and maintain a good commercial awareness of the practice and clients.
- Attending client meetings when required to reinforce business contacts and take notes, actions points for follow up.
- Creation or amendment of animated or graphical PowerPoint presentations.
- Ensuring the Interaction database is regularly updated, including processing updates or submissions from lawyers/partners and delegating these to the CSH.
- Assisting the events team with coordination and on the ground preparation of small client events.
- Quarterly updating of partner CVs.

#### **Ad hoc projects or tasks as required**

- Responsible for the successful delivery of ad hoc projects or tasks as required by the team, or as directed by the Operations Manager, Office Managing Partner or other key stakeholder.

Risk and Control: Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.

#### **Essential skills and experience**

#### **Professional skills and competencies**

- High degree of initiative, pro-activity and problem solving skills, with a willingness to take ownership for the completion of tasks/projects

	<p>and deliver innovative solutions to improve systems or work practices.</p> <ul style="list-style-type: none"> <li>• Commercial acumen, with the ability to understand the commercial drivers of a legal practice, interpret data and apply client knowledge when supporting partners with practice management.</li> <li>• A client focused approach including the ability to grow a network of professional relationships with counterparts in client organisations as well as with internal stakeholders and colleagues around the firm.</li> <li>• Excellent organisational skills.</li> <li>• Strong written communication skills and keen attention to detail, with the ability to draft correspondence, presentations, pitch documents and slide packs quickly and accurately.</li> <li>• Resilience, with the ability to thrive in the context of continuous change and effectively work with challenging clients or stakeholders.</li> <li>• Strong influencing skills, with the ability to respectfully manage upwards with stakeholders.</li> <li>• Effective delegation skills including taking responsibility for providing timely feedback in a constructive way if work deliverables are not in line with expectations.</li> <li>• Positive role model of the firm's Values.</li> </ul> <p><b>Research skills and business systems knowledge</b></p> <ul style="list-style-type: none"> <li>• Confident in carrying out internet research and analysing client material.</li> <li>• Strong understanding of billing procedures, and working knowledge of Elite 3e/a similar billing system.</li> <li>• Advanced level skills in MS Word, Outlook, PowerPoint and Excel.</li> </ul>
<p><b>Desired skills and experience</b></p>	<ul style="list-style-type: none"> <li>• Previous experience in a senior administration/Executive Assistant role in a law firm, other professional services or corporate environment.</li> <li>• Previous exposure to, or a demonstrated interest in, Business Development and research.</li> <li>• Previous experience in roles requiring a high degree of confidentiality and professional discretion.</li> <li>• Good academic background at university/TAFE/professional business college, or has equivalent professional experience.</li> </ul>
<p><b>Background checks</b></p>	<p>In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.</p>