



Associate Level 1 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).

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

- Uses all available training opportunities, including feedback from supervising partner/fee earners
- Adopts a proactive approach to client service and looks beyond immediate task in hand
- Regularly updates technical knowledge
- Displays a knowledge of key areas of the law by providing clear, precise, practical and business focussed advice with support

Actively supports and advocates knowledge sharing.

- Shares knowledge with their colleagues and provides support for seminars/internal workshops

Client Service & Business Development

Proactively delivers a highly valued and quality service to clients, exceeding expectations.

- Builds understanding of their main clients' businesses
- Becoming an increasingly integral part of the client team
- Maintaining good working practices (managing workload, meeting deadlines)

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

- Demonstrates ability to be alive to their main clients' commercial needs
- Helps with business development activities e.g. research for client bulletins and seminars and involvement in internal workshops/seminars
- Develops knowledge of client industry issues

Actively participates in client targeting and Firm wide business development activities.

- Responds to client feedback by developing their approach and tailoring it to client needs
- Supports client service development activities in own practice area



ADDLESHAW GODDARD

People & Teams

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

- Communicates well - being sensitive to the needs and feelings of others and tackles difficult issues appropriately
- Keeps others informed of workload and capacity
- Confidently and appropriately challenges/questions issues or instructions
- Develops effective working relationships with all

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

- Participates and takes an active role in group meetings as appropriate
- Takes ownership of a task given
- Seeks support from others in personal/professional/technical development

Develops own abilities to lead and manage teams.

- Provides clear instructions and feedback to support staff, establishing work priorities and clarifying expectations
- Builds respectful relationships at all levels

Financial Delivery & Management

Consistently demonstrates good financial discipline and financial management skills.

- Full and effective use of time recording systems
- Correct use of financial processes and procedures

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

- Manages others expectations in terms of time taken to perform work
- Records time effectively, timely, accurately and adheres to financial disciplines

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

- Plans and priorities workload and uses non chargeable time productively
- Identifies opportunities to bill where appropriate



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
- Participates in the development of 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 & 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'