

## Law Clerk

**Department:** Legal Team

**Reports to:** Legal Counsel

**Direct reports:** N/A

**Competency level:** Junior

As a law clerk you will be responsible for supporting the Catalyst legal team so their day to day operations run smoothly.

Jobholder is accountable for	Jobholder is successful when
<p><b>1. Assisting and supporting the Catalyst legal team with:</b></p> <ul style="list-style-type: none"><li>• Maintaining, updating and organising contract registers and databases</li><li>• Reviewing and redrafting commercial contracts to assess and reduce legal liability and commercial risks</li><li>• Helping ensure all major contracts are dealt with in accordance with Catalyst's processes, procedures and best practices</li><li>• Maintaining and organising insurance records and company books</li><li>• Other duties as directed by Legal Counsel and General Counsel</li><li>• Providing input into internal reports and Catalyst policies</li><li>• Performing research into areas of the law relevant to Catalyst and producing summaries</li><li>• Drafting documentation as required.</li></ul>	<ul style="list-style-type: none"><li>• Tasks are completed accurately and efficiently, and within the required time frames.</li><li>• Team members and Catalyst employees report positively on your work.</li><li>• Tasks are of high quality and performed to professional standards.</li><li>• Workflows are managed as directed.</li></ul>
<p><b>2. Maintaining strong and professional communications with clients and Catalyst employees.</b></p> <ul style="list-style-type: none"><li>• Supporting management, the Catalyst legal team, and other Catalyst employees with document production as required.</li><li>• Maintaining effective communication with Catalyst employees, other team members and clients.</li><li>• Ensuring that Catalyst Legal Counsel and employees are kept up to date on progress or issues (as these arise)</li><li>• Supporting other Catalyst employees with</li></ul>	<ul style="list-style-type: none"><li>• Confidentiality is maintained at all times.</li><li>• Both verbal and written communications are clear, concise and accurate.</li><li>• Client, manager and other employees provide positive feedback on communication style.</li><li>• Jobholder models appropriate behaviour that represents Catalyst and Catalyst's values in all external engagements.</li><li>• Catalyst employees are communicated with in a respectful, honest and timely way.</li></ul>

Jobholder is accountable for	Jobholder is successful when
<p>legal and commercial projects and initiatives</p> <ul style="list-style-type: none"> <li>Engaging with Catalyst clients when appropriate to generate both ideas and new work opportunities.</li> <li>Attending meetings via phone or video conferencing as required.</li> </ul>	
<p><b>3. Working with your manager and other senior employees towards your continual learning and development.</b></p> <ul style="list-style-type: none"> <li>Participating in relevant training as required.</li> <li>Setting agreed goals for the further development of your career.</li> <li>Taking on new and variable tasks as your role develops, as directed by Legal Counsel or General Counsel.</li> <li>Entering timesheets daily in WRMS.</li> </ul>	<ul style="list-style-type: none"> <li>New and relevant knowledge or experience is gained via training or work experience, and is actively brought in to your day to day work.</li> <li>Goals are met, both short and long term.</li> </ul>
<p><b>Skills and Requirements:</b></p> <ul style="list-style-type: none"> <li>Current student studying towards Law Degree</li> <li>Interested in the technology sector, commercial and corporate law</li> <li>Basic knowledge of general legal terminology and legal principles</li> <li>Attention to detail</li> <li>Strong analytical and problem solving skills</li> <li>Good judgement spotting issues which require escalation</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>Clear, concise and effective communication style</li> <li>Pragmatic and solutions focused</li> <li>Organised self-starter, will ask for help, likes to seek out answers and solve complex problems</li> <li>Comfortable working fairly independently at times</li> <li>Committed to deepening knowledge and understanding through continuous learning</li> <li>The ability to build rapport with others in the business and build a relationship of mutual trust and understanding</li> </ul>	