



Position Description

Job Title:	Legal Analyst, International Legal Development Programme
Practice Group:	Alternative Legal Services (ALT)
Contract type:	18 month fixed-term contract
Reports to:	Manager, ILDP
Office:	Johannesburg

About us

Herbert Smith Freehills' pioneering global Alternative Legal Services business harnesses the firm's key legal and client technology expertise around the world to offer cost-efficient legal products and technology services for clients. The business launched in June 2015, bringing together the key parts of our Alternative Legal Services offering to create a global team of over 350 lawyers, legal analysts and technologists.

The team works seamlessly and 24/7 from offices in Belfast, London, Shanghai, Johannesburg, Sydney, Melbourne, Perth and Brisbane, under one trusted legal services provider brand. The business offers all clients globally a range of alternative legal services which include document review, regulatory claims assessment, due diligence, verification, commercial contracts, repapering, specialist funds work, asset management for real estate clients and eDiscovery and client data technology services (including advisory and document review software).

Alternative Legal Services utilises leading technology to support high-volume matters such as disputes and investigations. It is a market leader in the use of technology assisted review for e-disclosure in the UK and worked on the first UK Commercial Court matter to use it. Our clients benefit fully from the enhanced quality and time-saving that leading technology and innovation in delivery can provide, while also saving money.

International Legal Development Programme ("ILDP")

The ILDP is an 18-month programme that will offer legal graduates the opportunity to gain employment and work experience through a structured learning and development programme.

Taking part in the ILDP, Legal Analysts will develop client and commercial skills, increase their technical capability and improve their personal leadership qualities. They will also have the opportunity to work with the firm's disputes, corporate and finance practices, alongside Partners and Associates across the firm's international network, giving them exposure to global clients.

Legal Analysts completing the programme will gain a deeper understanding of the work of a global law firm and a stronger CV, therefore increasing their chances of securing a Candidate Attorney position, or other roles in legal or professional services sectors, as they continue their careers.

The Role

Legal Analysts are part of our Alternative Legal Services team, working closely with Managers, Senior Lawyers, Lawyers and Trainees across our international network.

Key responsibilities

- Conducting document review, due diligence and other fee-earning work as required
- Providing general support to the ALT Management team in the Johannesburg office
- Maintaining an up-to-date knowledge of relevant areas of law to the Alternative Legal Services practice
- Ensuring compliance with financial disciplines on matters

Commitment to the ILDP

As participants of the ILDP, Legal Analysts will also be expected to:

- Attend, participate in and complete all learning and development modules
- Apply the learning in their day-to-day roles
- Complete and keep up to date their personal learning log
- Support the performance and effectiveness of colleagues joining the programme as part of further cohorts by transferring knowledge and skills

Qualifications and skills

- **Essential;** Law graduate – (LLB or equivalent) and/or a post-graduate (LLM or equivalent) qualification. Applications are welcome from undergraduates who expect to obtain this in advance of the programme
- Ability to review, analyse and organise documentary and factual evidence
- Excellent attention to detail; aims to get it right first time
- Good verbal and written communication skills
- Aptitude for learning (and becoming proficient in) the use of software and IT applications, and using software tools intelligently to navigate large databases/document management systems

Eligibility

All applicants must be eligible to work in South Africa at the time of application and for the duration of the programme.

ALT Global Competencies

Successful Legal Analysts, when performing at their best, will demonstrate the competencies described below. Candidates will be assessed against these competencies during the selection process:

PERSONAL LEADERSHIP	Professional integrity Self-development Builds resilience
TECHNICAL CAPABILITY	Legal ability Produces high quality work Delivers outcomes
CONTRIBUTES TO TEAM AND FIRM	Teamwork and communication Builds networks Contributes to firm
ENHANCES THE CLIENT EXPERIENCE	Understands the client context Innovates to support the firm