

EXAMPLE – PROFILES, OBJECTIVES, SKILLS & ATTRIBUTES

Legal

EXAMPLE 1

PROFILE

Possessing a Bachelor of Laws and licenced and admitted to practice in the State of Victoria, I am a performance-driven Solicitor skilled in providing general legal advice, drafting professional legal documents and advising clients and Counsel regarding a variety of matters.

With a background in Criminal Law, I have extensive experience preparing matters for prosecution, conducting legal research, taking instruction, preparing court documentation, statements and affidavits. I am able to liaise professionally with a variety of stakeholders from Judges and Barristers, through to victims and witnesses.

CAREER OBJECTIVE

With a passion for helping marginalised people who interact with the legal system, I am seeking a Senior Solicitor role in a Not-For-Profit organisation where I can utilise my experience to help those in need navigate the complexities of the law and provide professional advice on sensitive matters. I am also interested in providing mentorship to junior lawyers who share a passion for social justice.

SKILLS & ATTRIBUTES

- Extensive working knowledge of the criminal law and processes, and significant experience in the criminal jurisdiction
- Highly developed analytical abilities and professional judgement
- Excellent verbal and written communication
- Able to liaise with and provide advice to stakeholders at various levels, including Prosecutors and victims
- Sound leadership abilities, including auditing the quality of work produced by junior lawyers and assisting them in their professional development
- Well-developed organisation and time management, with experience managing a high case load and competing priorities
- Working autonomously and in collaboration with others
- Building and managing relationships with clients, and providing sensitivity in difficult matters
- Adept at complex legal analysis
- Ensuring that all documents are competently prepared and that Counsel is briefed prior to court appearances
- Able to present on behalf of clients where required
- Developing and maintaining relationships with agencies across the justice system
- Up-to-date knowledge of criminal legislation, case law and court procedures and attending ongoing training to maintain my skillset

Legal

EXAMPLE 2

PROFILE

Legal Executive with 15 years' experience across Courts of all jurisdictions managing complex and varied cases. I have held senior management positions for the last 5 years, developing enhanced systems and processes as well as inspiring high performing teams.

With a collegiate style of leadership and a focus on excellence and innovation, I have led large teams across different specialisations, developing them into cohesive, high quality individuals who aspire to excellence, and are adaptable and resilient. I foster an environment of continual learning and development across all levels.

Adept in high level analysis, professional judgement and organisational skills, I develop and implement strategies to meet challenges and inspire others to work collaboratively to achieve mutual aims.

CAREER OBJECTIVE

I am seeking a leadership role in a small to medium sized organisation where I can use my capacity for developing high performing teams and inspiring individuals to innovate and embrace change. Interested in a Not-For-Profit or Government organisation that aids the community, adheres to the highest standards of integrity and ethics and understands the importance of wellbeing and a positive workplace culture.

SKILLS & ATTRIBUTES

Strategy & Legal Operations

- Extensive technical ability and expertise in Criminal Law and procedure
- Managing and analysing challenging, complex and high-profile cases displaying the highest standards of ethics and integrity
- Sound judgement, consider issues that arise from both a strategic and operational perspective
- Implementing conceptual and analytical expertise in strict timeframes to develop appropriate solutions
- Design, manage and enhance operational processes whilst also assessing and mitigating any potential risks

Management & Leadership

- Strong managerial and collegiate leadership style which promotes a dynamic, goal sharing and cohesive team
- Fostering an environment that is excellence-focused, driven, innovative, supportive, and diverse
- Mentoring and inspiring individuals to achieve their best in challenging environments
- Devising and implementing comprehensive training programs targeted at varying levels of experience
- Budgeting and forecasting to deliver efficient and effective outcomes
- Best practice HR including recruitment at all levels, training and development and performance reviews

Communication & Interpersonal

- Communicate effectively with a diverse range of internal and external stakeholders including non-legal areas
- Professional, courteous, and approachable in all interactions, treating people with respect and encouraging collaboration to ensure effective, trusting, and productive working relationships
- Negotiating appropriate outcomes with a range of stakeholders that result in mutually satisfactory outcomes
- Ability to prepare and present on a wide range of topics to diverse audiences of varying sizes

Legal

EXAMPLE 3

PROFILE

A commercial advisor to Senior Management and Boards with a broad legal background comprising 3 years in private practice and over 10 years within the corporate sector and state-owned enterprise as in-house counsel in telecommunications/IT and transport/infrastructure.

An analytical thinker with deep strategic and problem-solving skills, my legal background gives me a solid basis for assisting organisations to identify bottlenecks, roadblocks and new opportunities, guiding them to implement new approaches and strategies. I help businesses move in new directions by streamlining processes and helping people become more effective and engaged. I am valued for being able to see the big picture while keeping an eye on the detail, and for doing so while coordinating and collaborating across multiple stakeholders, interests and issues.

SKILLS & ATTRIBUTES

Legal

- Experienced senior lawyer with exceptional legal technical, strategic and interpersonal abilities
- Management of external counsel to scope, budget and deliverables
- Mentoring of junior lawyers and peer to senior lawyers in substantive legal issues, professional ethical matters and organisational/workplace dilemmas

Leadership, Communication and Interpersonal

- Accomplished negotiation and communication capabilities, both oral and written
- High EQ with ability to build rapport across diverse domains and levels of expertise internally and externally, with proven ability to sell a vision and gain buy-in from stakeholders
- Goal oriented and resourceful, with a capacity for creative problem solving and a “can do” attitude with a passion for getting things done properly
- A reputation for conduct with high integrity and discretion
- Proven ability to step up and lead/manage teams, including acceptance of delegated higher responsibilities

Strategy and Commercial

- Keen sense of opportunity for business optimisation and streamlining of systems and processes
- Understand deliverables in context of organisational goals and policies, as well as wider stakeholder agendas
- Proven ability to fix “too-hard basket” problems for the financial and operational benefit of the organisation, by drawing on past experiences to deal with ambiguity, complexity and future possibilities

Operational and Risk

- Proven ability to optimise operational processes with effective documentation
- Strong knowledge of procurement, tendering processes and contracts
- Financial implications of transactions, including cost/benefit, taxation, foreign exchange and CPI
- Natural risk manager with strong governance focus and ability to identify mitigations