



Position Descriptions

KING & WOOD
MALLESONS

Position Title:	Senior Conflicts Analyst
Supervisor:	Global Head of Conflicts & Business Acceptance
Shared Services Team:	Management
Centre	Sydney

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Working. Respect. Together

King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

Position Summary

This role forms part of the Global Business Intake Group (GBIG) and involves the analysis and identification of professional conduct (conflicts, confidentiality), commercial/client alignment, regulatory, reputational and strategic risks when accepting new clients and matters.

Your Key Responsibilities

- Performing internal and external research, including running and analysing conflict searches, to identify conflicts, commercial, regulatory, reputational, and strategic risk when accepting new clients and matters.
- Liaising with Partners, Managing Partners, and other stakeholders to facilitate client and matter intake decisions, as required.
- Ensuring matters and clients and matters are accepted in a manner that complies with conflict rules, client relationship agreements, and with the firm's strategic commercial aims, in various jurisdictions and industries.
- Providing urgent "ad hoc" conflict analysis for the Partners and Managing Partners on request.
- Ensuring processes and discussions are facilitated in a manner that preserves client confidentiality, in an appropriate manner.
- Ensuring information barrier procedures are implemented and maintained where appropriate.
- Protecting the firm's reputation and client relationships in a manner that maximises opportunities.
- Performing AML/CTF analysis in relation to new clients in various jurisdictions.
- Managing matter and client information recorded in internal conflict databases and related systems.
- Ensuring quality control concerning new client and new matter information.
- Contributing to Engagement Team education, including the development and presentation of internal CLEs.
- Reviewing conflicts wording in engagement letters, client agreements and tenders when required.

- Providing support and input into key integration projects including the design, testing and implementation of new software and other processes.

Your Key Relationships

- Management team across all K&WM centres
- Global Head of Risk
- Partners, legal and shared services team members

Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

People

- Respectful and supportive interactions that lead to firm high performance
- Building effective teams by empowering and coaching people
- Leading through collaboration and accountability

Clients

- Consistently delivering superior client service
- Becoming a trusted advisor through deep understanding of the client
- Building strong and enduring client relationships
- Adapting flexibly to a changing environment to meet client needs

Firm

- Application of technical knowledge to advance the client's commercial objectives
- Development of legal and industry/sector expertise
- Effective practice and project management
- Building your professional reputation
- Achieving financial and cost targets
- Commitment to continuous improvement through innovation
- Applying business acumen in pursuit of opportunities for the firm and clients
- Effective workload and project management

Financial

- Applying business acumen in delivery of service to clients
- Achieving business, project and budget goals
- Commitment to continuous improvement through innovation

Skills and Attributes

Desirable

- Specialist experience as a "conflicts analyst" in a law firm (highly preferable).
- 3-4 years post qualification experience as solicitor or relevant experience at a law firm in a new business intake team.
- Specialist experience in AML and CDD management also desirable.

Our Vision and Values

Our global vision...

'To create a unified top tier global law firm headquartered in Asia'

Across our global firm we have values that guide us and that we aspire to live up to...

Client centric
Dynamic and entrepreneurial
One team. One firm
Excellence and innovation
Stewardship
Global Perspective

...these are the same whichever part of the firm you working, in all countries.

As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/manager as part of KWM's performance evaluation, development and progression processes.