

SKILLS FRAMEWORK FOR FINANCIAL SERVICES SKILLS MAP - PARALEGAL/LEGAL EXECUTIVE						
Sector	Financial Services					
Track	Risk, Compliance and Legal					
Occupation	Legal Associate					
Job Role	Paralegal/Legal Executive					
Job Role Description	The Paralegal/Legal Executive is responsible for providing operational support to legal professionals within the organisation to support the running of the legal department. He/She handles general administrative matters, and conducts knowledge management and panel vendor management activities. He supports the execution of routine document review activities and conducts preliminary legal research and information collation to support day-to-day legal activities. The Paralegal/Legal Executive is also responsible for supporting the Legal Counsels in carrying out all legal transactions.					
	The Paralegal/Legal Executive is a detail-oriented and responsible individual who is able to work within tight deadlines whilst maintaining accuracy in his work. He is able to follow through on processes and procedures, possesses good interpersonal skills, and can communicate with various stakeholders both within and outside the organisation					
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions		Key Tasks			
	Research, analyse and advise on legal matters		Perform legal, business and investigative research to aid decision making and preparation of legal materials			
			Keep abreast of current and changing laws			
			Maintain legal databases and legal document templates for ease of reference			
			Collate legal research for internal and/or external counsels			
			Direct stakeholders to legal resources and references			
	Manage and/or facilitate legal transactions		File applications, manage contracts and prepare documents for legal transactions			
			Review contracts and legal documents			
			Process bills related to legal transactions and fees			
			Update case files and legal records in information systems			
			Liaise with stakeholders to retain files and documentation as part of litigation and/or internal investigations			
			Conduct vendor panel firm management activities			
			Prepare notices for stakeholders			
	Handle legal administration		Support the operations of the legal department and legal administrative tasks			
			Take notes and minutes of legal meetings and follow-up of action plans			
			Assist in correspondences between the legal department and various stakeholders			
			Track and follow up on execution plans and legal timelines			
			Update guidelines and processes for the legal department			
			Support project work and project-related tasks			
	Skills and Competencies	Technical Skills and Competencies			Generic Skills and Competencies (Top 5)	
		Change Management	Level 3	Communication	Intermediate	
Contract and Vendor Management		Level 3	Teamwork	Basic		
Corporate and Business Law Application		Level 3	Service Orientation	Basic		
Ethical Culture		Level 3	Digital Literacy	Intermediate		
Legal Drafting and Writing		Level 3	Problem Solving	Basic		
Research and Information Synthesis		Level 3				
Stakeholder Management		Level 3				

Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services
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The information contained in this document serves as a guide.