TST

FINANCE & PROJECTS

Your work will relate to the legal documents surrounding corporate loans, company insolvency or project finance, such as finance for new wind farms. You will be assigned a variety of tasks including drafting documents, reviewing key documents on the transaction, assisting in completions (which can include meeting clients), document management and utilising technology to manage data sites and to support solicitors with managing their matters.

CORPORATE & COMMERCIAL

You will complete a large range of tasks, from drafting forms for Companies House, reviewing and summarising different sorts of commercial contracts, compiling bundles for employment tribunals and bibles of documents for large corporate transactions. You will also get involved with large scale reviewing and redaction of commercially sensitive data and other confidential information. There are opportunities to meet clients by supporting solicitors at completion meetings or taking minutes at other client meetings.

REAL ESTATE

You will get involved with a variety of different tasks such as supporting the solicitors on property management files, drafting different sorts of property documents e.g. licences and rent review documents. Other key tasks are using the Land Registry to download key property documents, document management and utilising technology to manage data sites. As the law is different in each jurisdiction, the team are also trained on English and Scottish land law so that they can support solicitors in all of our AG offices.

INNOVATION & LEGAL TECH (ILT)

The Innovation and Legal Technology (ILT) team formed part of the TST until 2015, when it became a separate part of the business. The team blends technology and legal expertise and focusses on utilising new technology for the smart delivery of legal services and the creation of innovative client solutions. The team is subdivided into seven pillars covering a range of areas such as client projects, internal efficiency and research and development. During your seat in ILT, you will have the opportunity to develop your understanding and experience of exciting new technologies alongside developing wider skills such as problem solving and client care.

EDINBURGH TST HUB

You will work with the Scottish office across Disputes and Real Estate, dealing with matters in both English and Scots Law. There are some significant differences between the jurisdictions, but you will receive comprehensive training and support during your time in the seat. This seat will be a mixture of remote working and working from your home office. You will also have the option to spend some limited time in the Edinburgh office (with travel and accommodation costs to be covered by AG).

DISPUTES

You will work on a variety of tasks to support the solicitors in preparing for court matters. This could involve large electronic document review exercises, commonly where the TST is instructed to review thousands of documents to determine if anything is to the detriment of our client's case. Reviews like this are commonly tech assisted (our online platform uses AI software) to help predict which documents might be relevant based on the coding decisions. You will also assist with preparing bundles of documents for hearings, legal research and other document management or organisations tasks.