

Junior Staff talent standard

Global Tax and Legal Legal

Building a *globally uniform level of quality and capability* in our core services so that our clients experience a *consistent, exceptional Deloitte* is critical to become the undisputed leader in professional services. The following standard defines the capabilities required at the Junior Staff level for our Legal service line.

Leadership capabilities

We expect practitioners at all levels to embrace and live our purpose by challenging themselves to identify issues that are most important for our clients, our people, and for society and *make an impact that matters*. There are five Leadership capabilities that we require from all Junior Staff across the organization, regardless of service line. Behavioral anchors for each capability are described below.

Capability	Description	Behavioral anchors
Living Our Purpose	Builds own understanding of our purpose and values; explores opportunities for impact	<ul style="list-style-type: none"> Behaves in accordance with Deloitte values Consistently challenges self to deliver outstanding quality and value Recognizes and explores opportunities for personal impact on clients and for colleagues and communities
Talent Development	Demonstrates strong commitment to personal learning and development; acts as a brand ambassador to help attract top talent	<ul style="list-style-type: none"> Solicits feedback to build understanding of own strengths and areas for development Actively participates in key learning and development opportunities for his/her level Acts as a brand ambassador with peers and colleagues to support attraction of top talent
Performance Drive	Understands expectations and demonstrates personal accountability for keeping performance on track	<ul style="list-style-type: none"> Ensures he/she is clear on expectations and asks clarifying questions when needed Is aware of own strengths and uses them effectively to deliver high quality results Assumes personal responsibility for achieving results and supports the team by taking on additional responsibilities when needed
Influence	Actively focuses on developing effective communication and relationship-building skills	<ul style="list-style-type: none"> Engages with others to build relationships and develop a network Demonstrates ability to understand the underlying interests and expectations of others Respects and responds with sensitivity to the concerns and viewpoints of others
Strategic Direction	Understands how their daily work contributes to the priorities of the team and the business	<ul style="list-style-type: none"> Understands objectives and desired outcomes for assigned areas of responsibility and sets personal goals accordingly Seeks to understand how specific areas of responsibility contribute to broader business objectives and outcomes

Core Professional and Technical capabilities

Below are the Core Professional and Technical capabilities for Legal Junior Staff:

Capability	Description	Behavioral anchors
Laws and Rules	Develops knowledge of current legislation across the Global Tax and Legal function	<ul style="list-style-type: none"> Develops knowledge of relevant rules and regulations and their associated processes to formulate solutions for client problems Conducts research and uses appropriate facts, analysis, and conclusions to draft technical advice, reports, memoranda and other deliverables relevant to laws and rules Remains current on recent developments and changes related to area of specialization

Delivery Excellence	Recognizes the key capabilities required to deliver a high quality service experience to the client	<ul style="list-style-type: none"> • Delivers client service according to relevant Deloitte standards, policies, and ethical principles • Understands the general components of and tracks progress against a work plan, assuming responsibility for assigned work and reviews for accuracy and quality • Develops an understanding of quality processes and risk procedures as they relate to clients, including scope • Understands our Tax and Legal services and products • Supports business development efforts through data gathering, research, or proposal development
Analytical Thinking and Problem Solving	Collects, assimilates, and analyzes data and uses standard processes and tools to help surface and support solutions in the Tax and Legal business	<ul style="list-style-type: none"> • Leads data gathering and assimilation to formulate a hypothesis and conducts an objective root cause analysis using a structured problem solving approach • Develops analytical models that can be interpreted convincingly and reinforce recommendations • Develops and validates solutions by combining insights from personal experiences and Deloitte Subject Matter Experts (SMEs) with standard methods and tools • Proactively shares knowledge, ideas, and information with others • Contributes ideas to develop solutions, consulting with others as appropriate
Technology Tools and Solutions	Applies technology knowledge to address client business challenges	<ul style="list-style-type: none"> • Is familiar with Tax and Legal' s technology offerings, frameworks and methods routinely integrated within Service Line domain • Identifies technology components of business objectives and operations • Collaborates effectively with SMEs and technologists on business-technology requirements • Applies knowledge of technologies to strengthen client recommendations • Stays current on technology trends and understands how Deloitte's services and capabilities can address common client challenges • Comprehends how technology supports business objectives and enables core business processes

Service Line Technical capabilities

Below are the Service Line Technical capabilities for Legal Junior Staff:

Capability	Description	Behavioral anchors
Legal Technical Knowledge	Develops core technical knowledge and understanding of the legal process specific to the corresponding legal service line	<ul style="list-style-type: none"> • Develops a general knowledge of legislation principles/structures by actively participating in training sessions, conducting independent research, reading legal alerts/newsletters/updates, and learning types of legal services provided within a specific legal activity • Familiarizes self with court cases and new developments and keeps up to date with emerging trends • Effectively prepares for interactions with more senior personnel as well as legal authorities by understanding clients and teams needs and expectations • Collects, organizes, and analyzes information about client's rights and obligations to effectively prepare for court cases or transactions
Legal Analysis	Effectively conducts legal research and analysis leveraging appropriate tools, methodologies, and resources	<ul style="list-style-type: none"> • Clearly documents, validates, and articulates legal research findings and communicates those to project management in a clear and compelling manner • Increases validity, comprehensiveness, and standardization of legal research by making effective use of leading frameworks, tools, and methodologies • Collects, organizes, and analyzes data to enable targeted and efficient analyses while keeping client's business in mind • Proactively builds a solid knowledge of law, case law, regulations, and legal literature by conducting independent research • Leverages leading frameworks and methodologies to enhance accuracy and comprehensiveness of due diligence process
Drafting of Legal Documents	Supports the design of accurate and impactful legal documents through conducting research and diligently applying frameworks, methods, and tools	<ul style="list-style-type: none"> • Assists in developing legal document strategy by conducting in-depth research to provide insight-enabled recommendations to project leadership • Leverages appropriate tools, methodologies, and leading practices to develop seamless legal documents in a timely manner

Advocacy and Litigation	Enhances effectiveness of negotiations by forming a strong foundational knowledge and conducting in-depth research	<ul style="list-style-type: none">• Conducts impactful basic negotiations with authorities in relation to compliance/filing procedures by keeping in mind the broader context/purpose• Proactively builds a foundational knowledge of regulators, their point of views on particular subjects, and identifies the need to interact with them• Builds a solid foundational knowledge of procedural rules and court cases• Supports development of valid arguments by researching, selecting, and evaluating critical case information
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The Global Deloitte Legal Competency Model provides additional detail of the specialized technical competencies and can be used to support learning and development activities for Deloitte Legal professionals. The online model can be accessed [here](#) under the competency tab.