

STEWARTS

Job description

Job title:	Associate (3 – 4 yrs PQE)
Reporting to:	Partner and/or Head of Department
Department:	International Arbitration
Office:	London
Reviewed:	August 2025

General overview

The International Arbitration department specialises in high value and complex cases all of which feature international elements such as different domestic laws and arbitration seats, and clients and co-counsel based outside England and Wales. Areas of current activity include commercial and investment treaty arbitration work across various jurisdictions, in particular the UK, India, Africa, and Latin America, the Middle East and the United States. The team also advises on arbitration-related litigation before the English courts and the enforcement of arbitral awards overseas. Members of the team will join from positions in which they have worked either exclusively or for the majority of their time on international arbitration matters.

We are looking for an international arbitration lawyer with 3-4 years PQE. The ideal candidate will have prior experience working in the international arbitration department of a reputable UK law firm and will have obtained an English law qualification. Expertise in construction is also preferred. A high degree of familiarity with English arbitration law and the rules of key arbitration institutions such as the ICC, LCIA, SIAC, and ICSID is key.

Solicitors must have a current practising certificate, maintain their learning and development record and comply with the Solicitors Regulation Authority's continuing competency requirements.

Job responsibilities:

- Takes initial instructions, establishing suitability of the matter by undertaking preliminary research and reviewing documentation.
- Maintains regular communications with clients, solicitors, supervisors and others and in meetings.
- Explains fee structure and ensures client is kept apprised regularly of changes in any estimate of fees, providing advice at all stages, pre and post proceedings.
- Prepares memoranda of advice.
- Drafts statements of case, witness statements, application documents.
- Drafts and takes forward inter-partes correspondence.
- Selects and instructs experts and counsel (where needed).
- Takes the lead on document production and related workstreams.

- Assists with evidentiary hearings and interim application hearings, as well as with court hearings.

Academic qualifications:

- Essential: minimum 2:1 undergraduate law degree or non-law degree with applicable post-graduate law qualification, with commendation at LPC or SQE (and/or equivalent foreign law qualification).
- Desirable: Languages.

Legal skills:

- A sound grasp of contract law, tort law and more general commercial law.
- A high degree of familiarity with the 1996 Arbitration Act and the rules of key arbitration institutions such as the ICC, LCIA, SIAC, and ICSID.
- Experience in applying core arbitration law issues in respect of the validity of agreements to arbitrate, identification of applicable law issues and the application of practice rules such as the IBA Rules on the Taking of Evidence in International Arbitration.
- Willingness to take responsibility for preparation of initial drafts of pleadings, correspondence and submissions, as well as meeting with witnesses and experts.
- An ability to handle and assess large amounts of documentation and a challenging variety of subject matter.
- An ability to work well with fellow team members.
- Willingness to work independently whilst exercising good judgement about supervision as and when required.

Business development skills:

- Demonstrates commercial awareness and vision.
- Attends/assists with/organises conferences and events.
- Contributes to marketing materials.
- Identifies/generates/follows up new business opportunities.
- Develops effective business/client relationships.
- Develops own network, raises own and firm profile.
- Assists with/attends/participates in/leads business pitches.
- Develops practise expertise, creates a media presence, becomes a recognised leader in the field, drives the reputation of the firm.
- Focuses on business development activities as part of the team and in line with the department's and the firm's strategy.

General skills:

- Well organised, uses initiative, prioritises appropriately, shows attention to detail, manages own workload and meets deadlines.
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic).
- Delivers helpful internal services with a “can do” approach, shows commercial awareness and represents the department/firm appropriately.
- Shares information and ideas.
- Shows sound judgement and decision-making skills.
- Shows commitment, passion and enthusiasm.
- Is a respectful, reliable and supportive team-player.
- Reflects the firm’s collegiate culture.