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| Job title | **Legal [Project Coordinator][Analyst]** |
| Location | [Virtual][Hybrid][*insert location*] |
| Level/salary range |  | Position type | Full time/Part-time/Contract |
| Reports to: | [Director][Head] of Legal Project Management and Legal Project Managers |

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| Job description |
| This position will provide a support role to the [newly formed] Legal Project Management team. Working on client facing projects, you will co-ordinate the various legal project management activities undertaken by lawyers and legal project management on some of the firms most complex matters. This will include scoping and pricing activities, the preparation of PowerPoint and Word documents for use in client pitches, analysis of financial data and preparation of detailed client facing reporting packs. You will also be involved in the maintenance of both the firm’s client facing virtual deal spaces and dashboards including both content, user and back-end maintenance. |
| Functions and responsibilities |
| * Assist your team, lawyers and business development colleagues in the preparation of pitch documents
* Assist in the development of templates, tools, processes and LPM best practice
* Assist in the coordination of a programme of training for lawyers to increase project management skills and a standardised service delivery operating model across the firm
* Work with LPMs to prepare detailed scopes of work and associated pricing models
* Coordinate attendances at and facilities for process mapping sessions where appropriate and assist in the generation and distribution of playbooks and/or process guidance
* Collect, manage and analyse data
* Provide desk side user and content support for the firm’s client facing collaboration tools
* Assist in the maintenance of LPM tools and knowhow content
* Assist in the design and set up of collaboration tools, virtual deal rooms and reporting dashboards (both financial and operational)
* Coordinate the facilities for matter meetings, capture meeting notes and distribute meeting instructions and information
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| Education, qualifications and experience |
| * Undergraduate degree (second class or above) or equivalent would be beneficial but is not essential
* One year or more experience within a law firm or similar professional services environment
* A base level understanding of law firm metrics and financial systems
* A keen interest in and general understanding of the application of a range of legal technologies
* Strong working knowledge of all MS Office applications (Word; Excel; PowerPoint; Visio etc.)
* A project management certification such as PRINCE2, Lean or Agile would be beneficial but is not essential
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| Personal attributes and characteristics |
| * Strong interpersonal skills
* Excellence in written and oral communication
* Works with accuracy and attention to detail
* Highly organised and a good time manager
* Good level of initiative
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