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| Job title | **[Director][Head] of Legal Project Management** | | |
| Location | [Virtual][Hybrid][*insert location*]\* | | |
| Level/salary range |  | Position type | Full time/Part-time/Contract |
| Reports to: | | [Managing partner][Senior partner][Chief operating officer][Partner & Head of Service Excellence] | |

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| Job description |
| The firm is seeking an experienced legal operations or legal project management professional to set up and lead its new legal project management office. As part of the firm’s commitment to client service excellence, the successful candidate will work with the Executive function and senior group heads to define and implement a structured project management framework that supports the delivery of the firm’s most complex matters.  A highly motivated self-starter, you will be responsible for building a team, and defining best practice. You must be a strong team player able to inspire and motivate your team in achieving service excellence across all our service delivery. You will be performance driven and take an honest and objective approach to measurement of success for you and your team.  You will be the advocate for the importance of a structured approach to legal service delivery using legal project management principles and your relationship with your stakeholders at all levels will be key to the success of the [new ]function. |
| Functions and responsibilities |
| * Identify and recruit a team of legal project managers and [analysts][coordinators][technologists][paralegals], sufficient to support on the firm’s most significant and complex mandates * Develop templates, tools, processes and LPM best practice * Develop a programme of training and development for both the LPM function and the lawyers to develop project management skills across the firm * Work with senior lawyers and group heads to develop practice specific business plans that address the practice specific LPM needs for each of the practice groups across the firm and successfully implement those plans * Report directly to the Executive on progress and success * Communicate across the firm on the importance of legal project management principles in the furtherance of the firm’s strategic objectives * Design, articulate and lead technology and process improvement initiatives applicable to the delivery of service excellence across the firm |
| Education, qualifications and experience |
| * Bachelor’s degree (second class or above) * Qualified as a lawyer in any jurisdiction in which the firm currently has an office * A minimum of five years’ practice as a lawyer in jurisdiction of qualification * A minimum of four years’ experience leading/managing contentious or non-contentious matters for a[n international] law firm * Pricing and data analytics experience and an understanding of law firm metrics and financial systems * A keen interest in and general understanding of the application of a range of legal technologies * An understanding of principles of design thinking * Strong working knowledge of all MS Office applications (Word; Excel; PowerPoint; etc.) * A project management certification such as PRINCE2, Lean or Agile would be beneficial but is not essential |
| Personal attributes and characteristics |
| * Must have exceptional interpersonal skills * Excellence in written and oral communication * Self-starter with a full understanding of the legal [transactional][disputes] environment * Works with accuracy and attention to detail * Strong leadership qualities – a leader rather than a manager * Keen to inspire and operates with professionalism and integrity at all times * Resilient and calm under pressure with the ability to prioritise and manage own time and the time of others effectively * Empathy |

\*Consider the importance of face to face interactions, particularly in the early days of the engagement, when building relationships with a range of stakeholders