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

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| Job description |
| The firm is seeking a[n experienced] legal project management professional to play a key role in the financial, workflow and matter management of our most significant and complex client instructions. As part of the firm’s commitment to client service excellence, the successful candidate will work with the Director of Legal Project Management and other stakeholders (both the firm’s lawyers and its clients) 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 work with partners and senior lawyers, assisting with pre-engagement pitches and presentations, pricing models, resourcing, scoping, management and debriefs. You must be a strong team player and strive for service excellence across all our service delivery. You will actively seek opportunities to improve working processes and implement legal technologies and support the practice groups in any subsequent agreed changes. |
| Functions and responsibilities |
| * Assist your team, partners, senior lawyers and business development colleagues in the preparation of pitch documents * Develop templates, tools, processes and LPM best practice * Assist in the development of a programme of training for lawyers to increase project management skills and a standardised service delivery operating model across the firm * Work with senior lawyers to prepare detailed scopes of work and associated pricing models * Facilitate process mapping sessions where appropriate and assist in the generation of playbooks and/or process guidance * Collect, manage and analyse data * Support in the deployment of legal technologies such as collaboration tools, automation and workflows * Assist in the design and set up of collaboration tools, virtual deal rooms and reporting dashboards (both financial and operational) * Schedule and facilitate delivery team, client team and adviser team meetings as necessary, managing progress checklist and allocation of tasks and activities and keep appropriate records of those meetings * Facilitate objective and constructive debrief sessions using black box thinking and implement recommendations and change |
| Education, qualifications and experience |
| * Undergraduate degree (second class or above) or equivalent * Three to five 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 and demonstrable experience of leading complex transactions and disputes * Excellence in written and oral communication * Works with accuracy and attention to detail * Ability to maintain strong relationships with both lawyers and clients * Highly organised and a good time manager * Good level of initiative * Independent judgement * A troubleshooter who can both solve and complete |

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

\*\*Consider whether the types of live transactions and disputes to be managed could be handled on a part time basis