



## POSITION DESCRIPTION

### Junior Professional Support Lawyer - Global Employment

<b>Position Title</b>	Junior Professional Support Lawyer (PSL) - Global Employment
<b>Department</b>	Knowledge Management
<b>Position Type</b>	Full Time - Permanent

#### Role Summary

We are looking for a Junior PSL - Global Employment to join our highly-regarded team at Baker McKenzie Global Services, Belfast.

The successful applicant will be responsible for assisting with the execution of legal content projects, training and knowledge initiatives with and for the Global Employment & Compensation Practice Group (the Group) and as directed by the Senior PSL and Director of Knowledge Management (DKM). The key area of focus is to make first-class knowhow easily available to the Group lawyers with the aim of increasing the quality, consistency and/or cost-effectiveness of the advice that the Firm gives to its clients.

We are looking for someone to join the team who has a very strong work ethic and a genuine interest in working in this area of law.

#### The Firm

Baker McKenzie is a truly global law firm. We have more offices in more locations than any other law firm and most of our work has an international dimension. With 13,000 people in 47 countries, few other firms can claim to be so multi-national.

As we have no global head office, at the local level we can offer you the best of both worlds: the work, pride and experience of being part of one of the world's leading law firms but in a local office environment that is friendly and supportive. No matter what the role or level, our strategy is to encourage and support every Baker McKenzie person to fulfil their potential.

Our Belfast office is a centre of excellence and focuses on providing high quality legal services to the Firm's clients around the world, and business and administrative services to our many offices and practice groups.

## **Responsibilities**

### **KM Strategy**

- Help implement and communicate the Knowledge Management (KM) strategy for the Group which aligns with the Group's business goals and the Global KM strategy
- Support the Senior PSL and DKM in the implementation of the Global KM strategy and participate in Global KM projects and initiatives as and when required
- Advise the Senior PSL and DKM on Knowledge Management (KM) issues as required and work with the DKM to prioritize projects
- Help bring efficiencies to the Group's practice of law, eg, help develop project management processes to improve the Group's ability to service its clients efficiently and in a cost-effective manner

### **Legal Knowhow**

#### *Knowhow resources*

- Assist with the collection, drafting, maintenance and updating of the Group's knowhow resources, with the ultimate goal of ensuring that a comprehensive set of first-class knowhow materials is accessible to all lawyers in the Group
- Assist with developing online client-facing and internal knowhow resources and collating content for such resources
- Contribute to the Group's KM pages on the Firm's intranet and other online knowhow repositories, ensuring they are in line with Firm standards, structured in an accessible way and kept up to date

#### *Training*

- Help ensure accessibility of high-quality training materials by developing, coordinating, preparing, delivering and capturing training (using internet-based solutions where appropriate)
- Assist lawyers with preparation of materials for internal and external training events

### **Relationship Building**

#### *Lawyers*

- Develop relationships with lawyers who have expertise relevant to the Group, facilitating the sharing of quality knowhow and expertise
- Respond to queries from lawyers and track queries to identify knowhow and training needs
- Introduce lawyers joining the Group to the Firm's and Group's KM resources

#### *Firm-wide KM Community*

- Participate in Firm-wide KM community initiatives within the Group globally, helping to encourage all KM staff with an interest in the Group's work to be in regular contact with each other and to share knowledge needs and priorities. Follow and encourage global practices and standards and provide input, guidance and training where necessary
- Collaborate closely with PSLs supporting other practice/industry groups, sharing best practices with them and learning from them in order to encourage alignment of the Group's KM plans and objectives with those of other groups and knowledge sharing
- Help establish a knowledge-sharing culture within the Firm and the Group in particular through focused communications to publicize the benefits of KM
- Help develop and promote the Firm's KM systems, such as the legal knowhow search system, within the Group and liaise with users to gather feedback

### **Current Awareness and thought leadership**

- Help to research, monitor, analyze and inform the Group of legal and industry developments and trends, articulating how they will affect the Group's practice and its clients
- Draft and coordinate current awareness updates, client alerts and other publications
- Coordinate global surveys and update the legal content in the Group's global publications as applicable
- Provide legal research and legal technical content needed to produce various products

<ul style="list-style-type: none"> <li>showcasing the Firm's expertise</li> <li>Assist with the Group's efforts to find innovative ways of using its knowhow to add value to key client relationships by providing timely material to facilitate frequent interactions with clients</li> </ul>
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<b>Job Holder Requirements</b>
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**Essential Criteria:**

- Current license to practice law (or eligibility for one)
- 2-8 years relevant post qualification experience
- First class drafting and communication skills
- Experience and understanding of KM strategy and implementation

**Desirable Criteria:**

- Experience of developing and delivering client and/or in-house training
- A high degree of competence in Microsoft Word and other relevant software products (eg, Microsoft Powerpoint & Excel, document management systems and databases)

**Technical & Personal Skills:**

- Highly developed organizational ability, sound judgment and attention to detail
- Is self-initiating and takes a pro-active approach towards projects; seeks direction and advice as needed but is also prepared to take ownership and progress tasks independently
- Willingness to travel to key meetings of the Group
- Able to work under pressure and remain focused
- Interested in the law, KM and the use of technology in effective knowledge sharing
- Responds promptly to firm-wide requests for work product, expertise, training materials and other information
- Able to communicate (written and verbal) effectively and clearly in a multi-cultural environment.
- Builds credibility and strong relationships with stakeholders
- Works well in a virtual team setting
- Works effectively within a large, matrix organizational structure with multiple reporting lines to accomplish organizational goals
- Understands and promotes connections between other practice/industry groups and departments

<p><i>Baker McKenzie Global Services Belfast is committed to promoting diversity and inclusion for all. This is intrinsic to everything we do and underpins Baker McKenzie's vision to be the premier global law firm. This vision cannot be achieved without harnessing the imagination and the creative problem-solving capability of talented people whatever their background. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices.</i></p>
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<p><i>The Belfast office mirrors the wider firm in encouraging the best people, regardless of race, religion or belief if any, gender, gender identity, disability, sexual orientation or age, to fulfil their professional aspirations with us so as to create an exciting and diverse legal environment.</i></p>
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