

Baker McKenzie.

POSITION DESCRIPTION

Knowledge Management Practice Group Specialist

Position Title	Knowledge Management Practice Group Specialist
Department	Global Services Belfast
Reporting To	Knowledge Management Practice Group Team Lead
Position Type	Full time - permanent

Role Summary

We are looking for a number of enthusiastic KM Practice Group Specialists to join our Knowledge Management Practice Group Support Unit (KMPGSU) which is being established in Global Services Belfast to provide support to our Professional Support Lawyer's in a variety of Practice Groups (Corporate, Employment, Pensions and Tax).

This is an excellent opportunity for someone looking for a role in Knowledge Management, with a genuine interest in learning about the law in a particular Practice Group. We are looking for someone to join the team who has a very strong work ethic and a genuine interest in working for a law firm.

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.

And, because 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 support and business and administrative services to our many offices and practice groups.

Responsibilities

The successful candidate will work as part of the Belfast based KM Practice Group focusing on a variety of tasks, as directed by the leadership and authorised staff of the Practice Groups.

These typically include:

Queries and requests

- Assisting with basic queries
- Analysing queries and assisting with identifying knowledge management (KM) and technical training needs
- Carrying out legal, market and sector research

Precedents and Knowhow (KH)

- Precedent, KH and training material profiling, submission and maintenance and generally assuring maintenance of KM systems and content
- Assisting with updating existing precedents and development of new precedents, house style, proofing and coversheets
- Assisting with reviewing and actioning quarterly reports as well as relevancy testing (*i.e.* ensuring that documents can be found using search)
- Creation, capture and dissemination of closing binders
- Creating and vetting a useful contacts list
- Maintaining a knowledge contribution tracker

Training

- Assisting with the preparation of training to fee-earners and clients, including first drafts of slides
- Reviewing external training opportunities and advertising these internally

Projects and Project Management

- Assisting with firm/office-wide KM projects where Practice Group input or implementation is required
- Assisting with managing work and projects with other KM professionals and fee earners

Current awareness

- Monitoring and reporting on legal developments, setting up news, business intelligence, market and legal alerts with or without the use of aggregators and creating first drafts of current awareness updates for internal or external use

Internal Website

- Maintaining Practice Group knowledge pages
- Managing databases
- Maintaining a 'saved searches' page

Job Holder Requirements

Essential Technical Requirements:

- Law graduate (2:1 or above preferred).
- Ability to review, analyse and organise documentary and factual evidence.
- Strong attention to detail - gets it right first time.
- Excellent working knowledge of Microsoft PowerPoint, Word, Excel and online research tools.

Core Competencies of the role:

- High work standards.
- Excellent writing, organisational and problem solving skills.
- Strong client service orientation.
- Ability to prioritise and work to tight deadlines and manage own caseload.
- Good communication skills, including the ability to liaise with people across the business
- Ability to work well in both a team and individually.
- Keen to develop and use initiative.
- Respects and enjoys the diversity of cultural, social and academic backgrounds found in the Firm.

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.

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.