

# Baker McKenzie.

## POSITION DESCRIPTION

### Professional Support Lawyer - Global M&A (Maternity Cover)

<b>Position Title</b>	Professional Support Lawyer - Global Mergers & Acquisition (Maternity Cover)
<b>Department</b>	Global Services Belfast
<b>Position Type</b>	Full time - Temporary

#### Role Summary

We are looking for a PSL - Global M&A (Maternity Cover) to join our highly-regarded team at Baker McKenzie Global Services, Belfast.

The successful applicant will be responsible for managing and executing legal content projects, training and knowledge initiatives for the GPG as directed by the DKM. The key area of focus is to make first-class knowhow easily available to the GPG 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.

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

##### KM Strategy

- Support implementation and communication of the KM strategy for the GPG.
- Help bring efficiencies to the GPG's practice of law, e.g., assist with project management processes to improve the GPG's ability to service its clients.
- Participate in Global KM projects and initiatives as required by the DKM.

##### Legal KnowHow

###### *Documents*

- Assist with the collection, drafting, maintenance and updating of the GPG's knowhow, particularly its standard form precedents, with the ultimate goal of ensuring that a comprehensive set of first-class knowhow materials is accessible to all lawyers in the GPG.

- Manage the GPG's KM pages on the Firm's intranet and other knowhow repositories, ensuring they are structured in an accessible way and kept up to date in line with Firm standards.
- Assist in the development of a global repository of knowledge relevant to the GPG including the population of global, multi-jurisdictional databases and resources.

#### *Training*

- Help ensure accessibility of high-quality training materials for each topic in the core training curriculum by coordinating, preparing and capturing training (using internet-based solutions where appropriate).
- Assist lawyers with preparation of materials for internal training events.
- Assist in the development and delivery of client facing training as required.

#### **Relationship Building**

##### *Lawyers*

- Develop relationships with lawyers who have expertise relevant to the GPG and facilitate 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 GPG to the Firm's and GPG's KM resources.
- Debrief, where possible, lawyers leaving the GPG to ensure an orderly transfer of knowledge and to collect feedback.

##### *Firm-Wide KM Community*

- Coordinate with other PSLs supporting the Practice and with PSLs supporting other practice/industry groups, sharing best practices with them and learning from them in order to encourage knowledge sharing.
- Participate in KM community initiatives. Follow and encourage global practices and standards.
- Help establish a knowledge-sharing culture within the Firm and the GPG.
- Help develop and promote the Firm's KM systems, such as the legal knowhow search system, within the GPG and liaise with users to gather feedback.

#### **Current Awareness and Thought Leadership**

- Help research, monitor, analyze and inform the GPG of legal and industry developments and trends, articulating how they will affect the GPG's practice and its clients.
- Help draft and coordinate current awareness updates, client alerts and other publications.
- Help coordinate global surveys and update the legal content in the GPG's global handbooks and other publications as applicable.
- Help identify key legal developments and "hot topics" that provide an opportunity to showcase the Firm's expertise and insight via client alerts, brochures, pitches, webinars, seminars, article submissions, opportunities to pitch to the press and other client-facing collateral; provide the legal research and legal technical content needed to produce such products.
- Assist with the GPG'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.

#### **Job Holder Requirements**

##### **Essential Criteria:**

- Current license to practice law (or eligibility for one)
- At least 2-5 years' relevant post qualification experience
- First class drafting and communication skills
- Experience developing and delivering legal training
- Experience and understanding of KM strategy and implementation
- A high degree of competence in Microsoft Office and other relevant software products (e.g.,

- document management systems and databases) is desirable
- Authorised to work in the United Kingdom.

**Personal & Technical Skills:**

**Work and Approach**

- Consistently produces work of an outstanding quality.
- Effectively prioritizes and manages own time.
- 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 GPG.
- Able to work under pressure and remain focused.
- Leverages available resources.
- Interested in the law, KM, and the use of technology in effective knowledge sharing.

**Communication**

- 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.

**Teamwork**

- Works well in a virtual team setting.
- Works effectively within a large, matrix organizational structure with multiple reporting lines to accomplish organizational goals.
- Contributes to discussion and accepts the consensus.
- Understands and promotes connections between other practice/industry groups, BD, Global Information Services, Global Services Belfast, Global Services Manila, library services, Talent Management and other departments.

*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.*