

Legal Project Manager

London

The opportunity

An opportunity has arisen for a dynamic Legal Project Manager (LPM) to be a part of our global Legal Project Delivery (LPD) team. The LPD team are client facing and work with lawyers and other support teams to enhance our delivery of legal matters via the application of legal project management and process optimisation.

The Legal Project Manager will support the team in driving the delivery of the team's strategy. It is a dynamic role that will provide an opportunity to work with key stakeholders within the firm as well as directly with our clients. The primary focus of this role will be on the legal project management service line but with some cross over with the process optimisation team.

The successful candidate will work as part of high-performance team, demonstrating communication and coordination skills and the ability to effectively multi-task and manage stakeholder expectations.

Our promise

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working.

The firm

Bird & Bird opens up a world of possible for lawyers and professionals everywhere. Working for a leading international law firm like Bird & Bird means working alongside people who are truly collegiate in the way they work with everyone. We work as one global team, with over 70% of work involving people from across the firm. And that's only increasing! It's this common purpose and shared approach that makes for a more productive and collaborative place to work. Your firm. Your future.

The team

Bird & Bird's Global Legal Project Delivery team comprises qualified legal project managers and process design specialists who are integrated into our matter delivery teams to support colleagues and clients across our 32 offices to ensure we are delivering legal matters in the most efficient way possible.

We are a diverse, energised team, focussed on service and dedicated to ensuring the seamless integration of strategic planning, design, technology and collaboration, ensuring optimal client outcomes while maximising operational effectiveness and fostering a culture of innovation within the legal world. We work extensively across the network and seek candidates who are keen to engage internationally and make wider contributions both internally and externally.





What you'll do

- Support matter fee earners on complex matters by guiding them through best practice approaches at each stage of the matter lifecycle
- Build relationships with stakeholders across the firm and ensure open communication and knowledge sharing
- Coach junior team members and provide guidance and support where required
- Act as a point of contact for clients, setting the agenda for, and leading, regular project meetings and tracking action points through to completion
- Support fee earners in effectively scoping matters and applying the most appropriate resource model
- Develop and maintain bespoke project trackers and reporting templates where required to best meet client requirements
- Managing risks and scope creep throughout the life of a matter
- Coordinate multiple parties, across practice group and jurisdictions as required
- Facilitate effective communication between all stakeholders, including regular lessons learned reviews
- Actively monitor fees and provide regular internal and external financial reporting
- Encourage sharing of ideas and promote a collaborative working environment



About you

- Project management experienced gained in a law firm or professional services firm
- APM qualified or similar
- Self-motivated and proactive with strong attention to detail
- Excellent IT skills, in particular Excel
- Familiar with various legal tech platforms and ability to learn quickly
- Very organised and able to prioritise effectively
- Ability to manage multiple workstreams and coordinate stakeholders across practice groups and jurisdictions
- Resilient, efficiency oriented and solutions driven
- Stakeholder engagement and management experience
- Ability to confidently communicate at all levels, written and verbal, internally and with clients
- Ability to lead project update meetings
- Flexible approach with ability to adapt processes to suit specific requirements
- Supervisory experience a plus

The main responsibilities of this role are outlined above; however, this description is not exhaustive, and the job holder may be required to undertake additional duties from time to time to ensure the smooth running of the department. The role may require some working outside our normal working hours of 9:30am- 5:30pm.



Your firm. Your future.

Bird & Bird is committed to creating and sustaining a diverse and inclusive environment. We are delighted to confirm that we have recently achieved Mansfield Certification, following our successful participation in the UK pilot programme. This certification was achieved by considering at least 30% women, lawyers from underrepresented racial/ethnic groups, lawyers with disabilities and LGBTQ+ lawyers for at least 70% of UK fee earner and leadership positions. We are participating in Mansfield Rule UK 2.0 and continue to work towards ensuring a diverse pool of candidates are considered our roles, in line with the Mansfield Rule. You can read more about this [here](#).



In the event that we make an offer to you and you accept, we will conduct pre-engagement background checks, where permitted by local legislation and according to the nature of the role that may include right to work, professional and academic qualifications, criminal records, sanctions, financial stability, media, directorships and references from previous employers.

Please click below to view more detail in our Applicant Privacy Notice.

VIEW MORE

- Abu Dhabi • Amsterdam • Beijing • Bratislava • Brussels • Budapest • Casablanca • Copenhagen
- Dubai • Dublin • Dusseldorf • Frankfurt • The Hague • Hamburg • Helsinki • Hong Kong • London
- Luxembourg • Lyon • Madrid • Milan • Munich • Paris • Prague • Rome • San Francisco • Shanghai
- Shenzhen • Singapore • Stockholm • Sydney • Warsaw

