

LegalTech Solutions Senior Executive

IT - London

The opportunity

Join our LegalTech Solutions team and be at the forefront of providing innovative, technology enabled solutions for our clients. With technology very much at the heart of our new 5-year strategy, come join us as we explore the 'Future of Law'.

As a key member of the team reporting to the LegalTech Solutions Manager, you'll engage with colleagues across our network, and directly interact with clients through pitches and product co-creation. This is a global role, based in our London office, working closely with all our offices to drive adoption of legaltech.

We're looking for a candidate with exceptional interpersonal skills and a passion for diving into the business, to drive adoption and seek out new use-cases for legaltech. If you're eager to make an impact and fuel your interest in legal technology, we want to hear from you.

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 Technology Team mission is to support the strong technology focus of the Firm, provide modern technology to support the business and creative solutions for our Clients.

Globally, the technology team number 100 covering a broad range of technologies and specialisms including business architecture, business solutions, project and programme management, modern infrastructure and they are all primarily focused on international projects working alongside colleagues in our 32 offices. Whether it's analysing new solutions, driving innovation, developing client solutions or providing a first class, high availability infrastructure and support we are a diverse, energised group focused on service and contributing to both the internal and external use of technologies. We work extensively across the network and seek candidates who are keen to engage internationally and make wider contributions both internally and externally rather than just IT service and delivery.

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.





What you'll do

The main duties and responsibilities for the role are as follows:

- Work with the LegalTech Solutions Manager to drive forward the development and adoption of the firm's core legaltech solutions and evaluate new technology:
 - seek out and create use-cases, and awareness raising of use-cases and functionality across the firm;
 - requirements gathering for new client portals, project sites and bespoke solutions – assess which of the firm's tech products meets the requirements, advise on options and build out products;
 - present to clients on pitches showcasing our legaltech tools, and give demos on products to our global practice and sector groups;
 - assess new legal tech, organising demos and running trials;
 - ensure appropriate training and materials in place to allow users to fully exploit tools;
 - manage the testing and implementation of system upgrades;
 - manage the international network of legaltech administrators – keeping them updated on new features, policies and processes;
 - review of processes and policies - liaising with the Risk and InfoSec teams as necessary to ensure policies relating to use of systems.
- Work on legaltech projects arising from the firm's Innovation Pathway, liaising with wider IT team and the business (fee-earners and business services) as required.
- Contribute to our global LegalTech Focus Group, presenting on solutions developed and new products.
- Work with our Legal Project Delivery team to implement LegalTech solutions for our clients in a timely manner.
- Work with Marketing & Business Development team to ensure appropriate input to marketing materials and pitch documentation relating to our client tools and services.



About you

The successful candidate will be educated to degree level or an appropriate qualification and possess the following skills:

- Excellent communication and influencing skills
- Enthusiasm for innovation and a proactive attitude
- Experience of dealing with people at all levels of the firm
- Experience of working directly with clients with minimal supervision
- Ability to work well both as a team member and individually
- Be a self-starter and able to take ownership of existing process and procedures
- Ability to learn quickly and adapt to new technologies
- Good problem solving and analytical skills
- Attention to detail
- Some flexibility regarding working hours.





Required experience:

- In-depth knowledge of and experience with using client portals, data rooms, AI contract review and automation tools, such as HighQ, Luminance, Bryter and Microsoft Power Apps
- SharePoint Online or other content management system
- 5 years plus experience of commercial environment – preferably within a law firm

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.

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.

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