Bird & Bird

A world of *possible.*

# Team Executive

Bird & Bird Privacy Solutions - London

## *The opportunity*

An exciting opportunity has arisen for a Team Executive to join the team in the London office for a, working in the Bird & Bird Privacy Solutions team, which is part of our International Privacy & Data Protection team.

The role is versatile and requires a proactive individual with a flexible approach, excellent attention to detail, an ability to build strong relationships and to remain calm under pressure.

The individual will have previous experience in a similar role, demonstrating their flexibility to manage an ever-changing working environment.

## *The firm*

Bird & Bird opens up a world of possible for lawyers everywhere. Here you can advise major enterprises and high-growth businesses on matters that are often transformative in nature, and alongside people who are truly collegiate in the way they work with everyone at Bird & Bird. We are one international firm, where over 70% of our work involves teams from across our firm. And that is only going to increase. It is this common purpose and shared approach that makes for a more productive, and collaborative place to work.

## *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 team*

Our team sits within Bird & Bird's tier 1 ranked Data Protection team, who advises a wide range of corporate and other organisations around the world, reflecting the firm's strengths in sectors such as Communications, Media, E-commerce, Financial Services, Health and IT.

Data protection sits as part of our internationally recognised commercial team which consists of c.100 lawyers.

## *What you'll do*

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- Demonstrate a high level of understanding of the firm, its sectors and how the Team Executive role contributes towards the wider success of the firm.
- Discuss and form a foundation for the working relationship based on a mutual understanding of the expectations for delivery of the role and the approach of each party to the other.
- Diary management for stakeholders, dealing with conflicts in a professional manner, acting as a robust gatekeeper and proactively managing the diary in real time to ensure effective communication of whereabouts and activities.
- Provide proactive reminders of meetings and events and any supporting documentation needed.
- Develop and maintain a good knowledge of the firm's key client programme where a stakeholder has responsibility to a key client to support them and produce reports and other related admin functions.
- Helping to arrange client events, such as seminars and client lunches which require liaison with the events and reception teams and the relevant Business Development contact.
- Uploading to, or downloading from, extranet / super-net client sites.
- Ensuring stakeholders' biographies and credentials are maintained and current, both on the B&B system and external sites such as LinkedIn.
- Familiarity with pitch tools, such as Loopio, and providing support to the stakeholder in pitches.
- Ensuring stakeholders' contacts and mailing lists are kept updated on Outlook and OnePlace.
- Assisting with regular client billing and financial management and ensuring information relating to any client specific requirements, such as billing procedures are recorded.
- Preparing various account and cashier payment forms and developing a good understanding of Aderant and its key functions.
- Familiarity with legal project management tools and ways of providing support to any stakeholder involved with this function.
- Completion of conflict and new client/matter opening requests. Developing an understanding of all requirements for onboarding new clients and maintaining information for existing clients.
- Drafting emails and correspondence for approval.
- Assisting team as required, including note taking on calls and assisting with time recording in InTapp.
- Preparation of PowerPoint presentations and Excel spreadsheets.
- Assisting others in the department including covering for absence, picking up telephone calls for the group and taking accurate messages.
- understanding of the stakeholder's preferences in terms diary and travel management.
- Providing proactive reminders of meetings and events.
- Complete all necessary paperwork and documentation for meetings in good time.
- Initiating and managing regular catch ups to monitor diary activity, with emphasis on proactively planning and preparing for any upcoming events, such as key client meetings, client training/seminars etc.
- Maintain an awareness of the stakeholder's whereabouts to provide proactive alerts if there are delays in their schedule.
- Maximise the effectiveness of diary management by using the tools available in Outlook, delegating diary management tasks and minor travel requests as appropriate.
- Assisting with cataloguing of pitches, precedents and marketing materials for future use.
- Assisting in the onboarding of new clients (engagement letters, conflict checks and matter creation).
- Assist, where appropriate, with e-filing generated by the billing process, specifically in relation to third party invoices

- Assist with:

    - completing expenses
    - file opening processes
    - producing reports from the system, such as WIP and client information
    - sending out correspondence such as engagement letters and bills
- Develop familiarity of the reports derived from Aderant for billing and client finance admin purposes.
- Liaise with stakeholders at all levels to ensure efficient processing of pre-bills and bills.
- Check and amend billing narratives
- Upload third party invoices to Onventis
- Check billing instructions relevant to any client instructions given
- Liaise with the credit control team on outstanding invoices

## *About you*

The successful candidate should demonstrate:

- Ability to build and maintain constructive relationships with good interpersonal skills.
- Approachability at all levels, adapting style to suit situation.
- A proactive attitude with a willingness to learn and expand knowledge and skills within the role.
- High level of skill on the range of applications used by the Firm.
- Take responsibility for own personal development and skills training.
- Ability to stay focussed and professional in demanding situations.
- Ownership for tasks and retaining responsibility throughout.
- Flexibility to work independently and as part of the wider team to meet demands.
- Flexibility as to hours and the role itself, a practical/common sense approach.
- High level of attention to detail, providing work that is quality checked.
- Professional phone manner with the ability to communicate clearly and listen effectively.
- Previous administrative experience in a City 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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