

Paralegal – Office of the General Counsel

Risk & Compliance - London

The opportunity

This role is in our Office of the General Counsel team, which reports to the General Counsel, working alongside the Risk and Compliance team. The role will primarily support the lawyers reviewing and negotiating contractual terms with the firm's clients and suppliers. The group also assists with other client and supplier engagement tasks. This includes the completion of client questionnaires and assessments and contributing to various firm wide operational projects. This role may additionally support the Risk Management team.

This is a dynamic role that will provide the successful candidate an opportunity to gain valuable experience and be exposed to various stakeholders in the firm overall.

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

The Office of General Counsel team is the firm's in-house legal team, which reports to the General Counsel, working alongside the Risk and Compliance team. The Office of the General Counsel at Bird & Bird is committed to providing a consistently high level of service for the firm and its partners and staff in relation to all risk and compliance issues. Under the leadership of the team's Legal Director, it is aligned with and supports the firm's strategy in relation to building a One Firm culture.

The function comprises a central team in London, with a team of 7 staff, consisting of a mixture of lawyers and non-lawyers.

The team deals with a variety of issues, from agreeing the terms upon which the firm engages with its clients and its suppliers, advising on legal tech and innovation and ESG. As such it plays a key role in protecting the Bird & Bird brand and ensuring that we do the right work, for the right clients on the right terms. We are looking for candidates with a keen interest in in-house legal practice and a pragmatic and commercial approach who are looking to develop their skills.

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

You will work with a team of lawyers to support them with a variety of tasks but primarily in relation to client engagement, supplier engagement, ESG and legal tech initiatives.

As part of this, you will be:

- Uploading and reviewing existing agreements to apply required templates and other information on the firm's new client terms management system "Intapp Terms".
- Checking all documents for completeness and accuracy before they are made available to the firm on Intapp Terms.
- Maintaining the repository on Intapp Terms, including liaising with the business for relevant information.
- Assisting in the reviews of client terms and supplier terms.
- Completing client questionnaires and assessments, including using the software application, Loopio, for this purpose.
- Supporting in maintaining Risk & Compliance resources, including library maintenance on Loopio.
- Contributing to the supplier onboarding process and supporting a firm-wide project on supplier engagement.
- Supporting on other team and firm wide tasks and projects, including in relation to client engagement, supplier management, privacy and ESG.
- Supporting other work streams and projects in both the Office of the General Counsel team and the Risk Management team on an ad-hoc basis. Examples of what this may involve include assisting with document updates, research tasks and projects such as in relation to contract review, conflicts, regulatory, professional indemnity, and financial crime.



About you

- Good IT skills, preferably with experience using Intapp and/or Loopio or undertaking document review projects using a variety of document review applications.
- Good Excel skills.
- Ability to learn quickly and adapt to new technologies with an enthusiasm for technology and innovation.
- Strong interest to learn new subject matters and skills in risk and compliance.
- Excellent attention to detail.
- Strong organisational skills with the ability to meet competing deadlines.
- Good problem solving and analytical skills.
- Commercial awareness and the ability to think laterally.
- Ability to confidently communicate including about complex issues in a straightforward way.
- High standard of written English.
- Pro-active with a positive "can do" attitude who is able to work well both as a team member and individually.
- Willingness to proactively assist across a range of areas.

Other desirable skills

- Prior experience working as a paralegal.
- Prior experience working with various teams within a business.

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.

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