

JOB DESCRIPTION

Job title: Senior Business Development Executive – Solutions

Department: Marketing & Business Development

Location: N/A – anywhere in the Simmons network

Reports to: Head of Practices & Markets (M&BD), with line into Solutions Business Manager

Main purpose of job: To work across the Solutions portfolio, supporting the leadership team and delivering incisive and value-added marketing and business development support. The role has an important part to play, operating at the forefront of ‘the future of law’ and enabling growth of the Solutions business within the wider Simmons & Simmons practice, sector and office structure. We are looking for someone who goes beyond the traditional M&BD skillset – someone that embraces both selling and new technology is a must! It’s important that this role has an interest in the Alternative Legal Service Provider market and the future of law.

About Simmons Solutions: Our Solutions business is an integrated part of our wider firm and comprises our Wavelength legal engineering offering, our Adaptive flexible resourcing model, our leading eDiscovery services, New Business and our evolving range of innovative and award-winning legal products and our Service Excellence and Legal Project Management teams.

Core responsibilities:

In addition to the core responsibilities associated with a Senior BD Executive at Simmons & Simmons (incl. pitch support, event management, support with client management etc.) the core responsibilities will include:

- Driving internal awareness regarding the work of the Solutions practice and helping to identify and win new work opportunities
- Helping the Solutions business to get intimately connected to the firm’s information flow
- Working across the wider M&BD function (Clients & Sectors, Practices, Markets) to ensure opportunities are identified and activities (campaigns/Big Rocks) are aligned
- Working seamlessly with the Client Programme Team to identify new work with Strategic & Priority clients
- Working with all Solutions businesses on their sales pipelines and (in time) helping to qualify opportunities to ensure time, effort and resource is directed appropriately
- Taking ownership of the Solutions CRM system
- Working with the Solutions and M&BD team to engage clients in client listening dialogue
- Supporting external marketing and profile – event management experience is important – proactively identifying opportunities to increase and improve the profile of Solutions (includes conferences, events, speaking opportunities and relevant directories/awards (e.g. FT Innovative Lawyers))
- Developing and continuously improving a suite of marketing collateral and materials that support the pursuit of new business (working with the marketing team as required)
- Within both Solutions and the rest of the firm, making sure that RFP/pitch responses are as efficient and powerful as possible – helping drive Alchemy (the process used to collect credentials)
- Supporting the marketing and selling of products
- Driving engagement across the firm’s social media channels, and encouraging lawyers and business services staff to promote the activities of the Solutions operations through their personal accounts
- Work with the M&BD/Finance personnel who can assist the Solutions team on the pricing of work

Key relationships:

- Managing Director Solutions
- Business Manager Solutions
- Solutions Leadership Team
- Head of Sales M&BD
- IPGHs and Sector Heads
- International M&BD

Personal specification:

- Minimum of 3 years' marketing/ BD experience
- Multi-tasker who can operate with a low level of supervision
- Highly proficient with technology – embraces it, rather than approaches with trepidation
- Knows their way around a pitch – can draft content from scratch
- Sense of humour
- Understands how to project manage events
- Excellent PowerPoint, Excel and Word skills
- Excellent communication skills, both written and verbal.
- Self-motivated, self-starter with a desire to manage projects to completion
- Confidence to put ideas to the partners rather than just following instructions.
- Organised with good attention to detail.
- Thinks from a client's perspective when managing tasks
- Considers the value that they can add in everything they do
- Brings an unrelenting energy and enthusiasm to work with them
- Aims to exceed expectations of high-quality service delivery in every task
- Quickly builds and maintains constructive relationships with a variety of different individuals at various levels of seniority
- Flexibility and a willingness to work additional hours on occasion as required.

Firm introduction:

[Simmons & Simmons](#) is a leading international law firm, providing clients with commercially aware legal advice, whenever and wherever they need it. We have over 1,600 people situated in key business and financial centres across Europe, the Middle East, and Asia. Our business services groups provide integrated support for our global operations. The firm is organised in line with our clients' requirements into key practice areas and sector groups. Our sector focus allows us to better appreciate the environment in which our clients operate and to work with them to achieve their objectives. Our client base includes leading financial institutions and a significant number of the current FTSE 100 and Fortune Global 500 companies. Our focus on a small number of sectors means we can understand and respond to our clients' needs. Our industry sectors are: Asset Management & Investment Funds, Financial Institutions, Healthcare & Life Sciences and Telecoms, Media & Technology (TMT). We also focus on the E&I market, through our international projects and construction teams. The core practice areas, from which we draw our sector teams, are corporate, dispute resolution, employment, pensions & employee benefits, EU, competition & regulatory, financial markets, information, communications & technology, intellectual property, projects, real estate and tax.

Equal opportunities:

- We are committed to promoting equality and diversity in the firm and to equal opportunities in employment.
- We believe in equality of opportunity regardless of race or racial group (including colour, nationality, ethnicity, national origins), religion or belief, age, disability, sexual orientation, sex, gender re-assignment and gender identity, marriage and civil partnership, and pregnancy, maternity and paternity. This also includes any incidents of perceptive or associative discrimination and harassment.
- At Simmons & Simmons we seek to attract and retain talented people from a diverse range of backgrounds and cultures, to create an exciting and rewarding place to work. We are supportive of flexible working arrangements wherever possible and we would encourage you to discuss this with us, should this be something you are interested in.

Background screening:

All recruits of Simmons & Simmons will be required to go through our background screening process. Depending on the position you apply for this may include a Disclosure & Barring Service (DBS) certificate. We undertake not to discriminate unfairly against any subject of a DBS certificate on the basis of a conviction or other information revealed. The firm's policy on the recruitment of ex-offenders is available on request.