

# Legal Project Coordinator

## Location

London

## Role Summary

The global Legal Project Management (LPM) team focuses on innovation and efficiency, working with our business services professionals, lawyers and top clients to deliver innovative and efficient legal solutions, as part of the wider Client Value Team. The Legal Project Management (LPM) function adds value to the firm and our clients, with three main offerings:

1. Legal Project Management: Targeted support offered at key stages in the end-to-end project lifecycle: scoping, planning, budgeting and internal/external reporting.
2. Process Improvement: Working collaboratively within each Business area and Practice Group to identify process improvements that add tangible benefit to our business and clients.
3. Business Analytics: enabling and undertaking data analytics, turning our data into intelligent action, informing partner, client and firm strategy.

The primary objective of this position is to support team governance and administration, whilst also supporting our analytics and reporting offering and process improvement offering. This role requires an interest in project management and process improvement with some experience in legal or professional services environments, alongside strong analytical, communication and organisational skills.

Training on LPM, Process Improvement and analytics will be provided as required.

## Key Responsibilities

- Support legal matter reporting and data analysis to provide our lawyers with data driven insights and recommendations for action.
- Support wider matter management activities, including matter kick off and administration activities.
- Work with the team to improve, maintain and further develop our process improvement and LPM toolkits and training materials, including the creation of presentation decks.
- Support process improvement initiatives and documentation of process maps to enable creation and implementation of efficient processes.
- Own and maintain all LPM team governance including team dashboards, intranet pages, leadership reporting, and the governance of key LPM systems.

## Knowledge, Skills & Attributes

- Is a proactive, highly motivated self-starter, flexible in approach and able to handle multiple tasks to meet team deadlines and targets.
- Communicates effectively and collaboratively and can be relied upon to keep stakeholders informed, keeping team governance and projects on track.
- Excellent written communication skills and ability to capture and convey information in writing and presentations.
- Displays strong time management skills and organizational capability.
- Responds quickly and positively to shifting demands and opportunities, working under tight deadlines and prioritizing appropriately.
- Anticipates issues and exercises judgement to make sound, justifiable recommendations.
- Takes action in solving problems while knowing when and to whom to escalate issues.

- Delivers high quality, accurate and timely work product and results, and demonstrates the ability to follow through on agreed objectives.
- Takes initiative in his/her own professional development by seeking out feedback and learning new skills; continually learning and improving his/her own LPM-related expertise.
- Is comfortable with MS Word, Excel and PowerPoint. Experience of PowerBi and IBM Blueworks (or other analytics and process mapping platforms) is beneficial.

### **Additional Person Specification**

- 1 – 3 years' experience in a law firm or other professional services environment.
- Awareness of, or willingness to learn about, LPM and process improvement methodologies.
- Passion or interest in Law or Innovation is beneficial.

### **Other Miscellaneous**

- Extended hours may be required at short notice
- Ability to respond to calls during off hours, including weekends

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