Position Descriptions for Law Department Executive Leaders

This is a compilation of position descriptions from members of ACC’s Law Department Executive Leaders Group and from publically available job postings.
Sr. Operations Manager ("SOM")

Business1 is a special company with unique vision and strong culture. We continue to grow at an accelerated rate despite a multi-billion dollar scale, and we are routinely recognized as a Great Place to Work all around the world.

This position reports to the Senior Director of Legal Operations and is responsible for assisting in the day-to-day operations, including budgeting/finance, communication, and reporting activities for the legal department. The SOM will be responsible for helping evaluate, test, train, implement and support technology solutions throughout the department. The SOM will help develop best in class systems, policies and processes required for maximum efficiency and alignment within the department and cross-functionally. Projects the SOM will work on include eBilling, contracts management, e-signature, content management, records management, budgeting, training, knowledge management, metrics and benchmarking, departmental off-sites, goal tracking. This role requires someone who is exceptional at working cross functionally, particularly with professionals in Finance, HR, IT, and Field Operations (Sales).

The SOM will assist in creating and implementing an industry leading vendor management program, the aim of which is to increase quality, speed of service and reduce costs. The role includes developing and managing to key performance metrics on a global basis that are meaningful and relevant in ascertaining the legal team’s operational performance. It also includes working with the department’s off-shore partner, eDiscovery providers and developing and tracking key departmental objectives. (Note to draft – a lot of this paragraph seems redundant with the list in the prior paragraph – you might want to compare and pare)

The SOM will be responsible for assisting in managing the legal group’s diversity/inclusion and pro bono programs and creating an environment that is consistent with NetApp’s core values. The SOM will be will responsible for assisting in developing and maintaining a robust and innovative communications program through the use of technology and the creation and enhancement of departmental newsletters, trainings, website, dashboards and other media across the department as well as with the clients.

Required Knowledge & Skills

- An ability and desire to work in a fast-paced and dynamic work environment that requires constant multi-tasking;
- The flexibility to embrace frequent change in all forms;
- Gets stuff done: execution, execution, execution;
- A positive attitude with an ability to work proactively and prioritize;
- The ability to work well independently as well as part of a team – strong business partnering skills;
- Strong business acumen;
- Strong organizational skills;
- Extremely comfortable with technology;
• Good sense of humor.

**Education**

B.A. or B.S.

J.D. preferred or minimum of two years of legal experience

M.B.A. Preferred

Ideally computer science, engineering, or demonstrated computer literacy
The Senior Director of Operations reports to the General Counsel. The Senior Director will be responsible for day-to-day operational, financial, reporting operations across the department. He/she will be responsible for direct knowledge management systems and communication updates, including ops reports, newsletters, etc. He/she will act as the department “cfo,” including being responsible for driving more effective and efficient relationships with external law firms and vendors, reducing aggregate costs, enhancing transparency/visibility and implementing greater controls. The Senior Director will determine the necessary tools for legal organization and deliver testing, training and support for tools throughout the department.

The Senior Director of Operations will utilize the web, wiki, and internet resources to enhance communications across the department as well as with the clients. He/she will implement strategic vision for the department in cooperation with the General Counsel. The Senior Director will manage GC staff meetings and goal planning as well as budgeting process and strategic reviews. He/she will lead the records management effort and storage of records in various systems and develop plans for business continuity in the event of an emergency. The Senior Director will provide legal support to the business continuity organization and arrange regular subject matter training, monthly legal calls, and other training opportunities for the department.

- Design, implement, effect transition of work and future work capabilities to LPO or other low cost provider.

- Possess an exceptional ability to communicate with others, both internally and externally. The Senior Director will have direct experience in unbundling of services for best of breed solutions.

- Possess direct experience with the AOP planning process and forecasting and be responsible for updating thereof. He/She will have experience with billings.

- Support the GC and his/her staff in terms of staff meetings, other events, and long-term planning.

- Organize and set up training sessions and calls, including establishing processes to offer MCLE credit.

Education & Experience:

- 12-15 years of relevant legal experience with a record of academic achievement and professional training and accomplishment in a corporate environment.
- Juris Doctor is preferred.
- Demonstrated ability to manage multiple, critical projects is required.
Job Description

Managing Director, Legal Operations & Strategy

Description

Job Summary and Mission
Our team of passionate legal and compliance leaders is looking for an equally passionate director to lead our business management function. This job contributes to Starbucks success by leading and designing the effective and consistent delivery of legal and compliance programs and services that enhance the mission, purpose and core values. Leads Legal Operations team responsible for finance, systems and solutions, records, project office, supplier and law firm management initiatives. Leads legal leaders through strategy design and delivery, develops cross-business unit process improvement, programs and tools that effectively deliver legal service to enable speed to market, revenue opportunities and risk mitigation. Models and acts in accordance with Starbucks guiding principles.

Summary of Key Responsibilities
Responsibilities and essential job functions include but are not limited to the following:

Leadership - Setting goals for the work group, developing organizational capability, and modeling how we work together:
- Identifies and communicates key responsibilities and practices to ensure the immediate team of direct reports promotes a successful attitude, confidence in leadership, and teamwork to achieve business results.
- Leads teams of legal professionals, including attorneys, paralegals and legal assistants.
- Supports the implementation of Company programs, procedures, methods and practices to promote Starbucks key messages and achieve a competitive advantage.
- Supports the implementation of company programs to ensure the success of the Company.

Planning and Execution - Developing strategic and operational plans for the work group, managing execution, and measuring results:
- Develops annual operating plan and budget, and quarterly forecast updates.
- Develops plans and schedules for delivering training to clients.
- Manages costs for outside legal counsel.
- Plans and manages business unit/department processes and practices to ensure that programs are aligned with company business goals and objectives.
- Plans for and complies with Securities and Exchange Commission (SEC) deadlines for filings commensurate with subject matter responsibility.
- Prepares, communicates and educates client groups and team on changes in policies and practices within the organization.

Business Requirements - Providing functional expertise and executing functional responsibilities:
- Can manage and execute the majority of the following areas:
  - Coordinates work with outside counsel and internal clients.
  - Develops and delivers training on legal compliance to client groups.
  - Ensures that Starbucks complies with regulatory requirements and filings and with commercial and contractual obligations. Manages the implementation of ongoing company compliance programs.
  - Prepares, reviews and negotiates contracts and legal documents.
  - Protects company assets by developing license agreements and registering trademarks.
  - Provides clients with advice and counsel regarding legal requirements, best practices, and strategies for managing risk in order to avoid negative publicity issues and litigation to advance the Company's mission statement.
  - Structures and negotiates business ventures, including alliances, license arrangements, joint ventures and acquisitions.

Partner Development & Team Building - Providing partners with coaching, feedback, and developmental opportunities and building effective teams:
Challenges and inspires partners to achieve business results.
Conducts and ensures the completion of performance reviews.
Ensures partners adhere to legal and operational compliance requirements.
Oversees training and development of partners directly and indirectly managed and makes effective staffing decisions.
Provides coaching, direction and leadership support to team members in order to achieve partner, business and customer results.
Provides support to managers to enable them to adhere to legal and operational compliance requirements.

Qualifications

Summary of Experience

Law firm or in-house corporate legal department experience
MBA or JD preferred
Working knowledge of finance
Strong prior management experience

Business Qualifications

Coordinates work with outside counsel and internal clients.
Develops and delivers training on legal compliance to client groups.

Delivers accounting and finance services: modeling, capital planning, complex accruals, tax, metrics and risk reporting
Develops strategic, functional and operating plans
Leads cost and performance management for supplier and outside counsel network
Oversees development and implementation of department policies, communications and trainings
Identifies and oversees projects to deliver initiatives that increase efficiencies for Legal, Compliance and EEO services in 14 global locations
Develops cross-business unit business process improvement, programs and tools that effectively deliver legal service to enable speed to market, revenue opportunities and risk mitigation
Creates client self-help tools: dashboards, toolkits, legal training, Q&A, process flow, contract builders, etc.
Delivers records management governance and practices: access, security, storage & retrieval, audits, reporting, destruction and preservation – legal and vital corporate records
Delivers Legal systems and solutions management: matter, document, ebilling, corporate secretary/subsidiary, ip/docketing, e-legal research, ethics and compliance, AAP compliance management systems
Supports department staffing and performance management

Required Knowledge, Skills and Abilities

Ability to apply knowledge of multidisciplinary business principles and practices to achieve successful outcomes in cross-functional projects and activities
Ability to achieve goals through direct and indirect influence and collaboration

Job Title: Counsel
Primary Location: US
Schedule: Full-time
**Director - Legal Operations**

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<tr>
<th>US</th>
<th>Legal Division</th>
<th>11/10/2011</th>
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**Position Summary:**
The Director, Global Legal Operations & Compliance supports Business1’s legal teams around the world. This new position will be charged with developing and implementing a global operations and compliance strategy in partnership with global Legal senior leadership and regional office leads. This role will also support the Legal Department's operations related to strategic planning (including the development and tracking of objectives and key results). This role will partner closely with the entire Legal team and Finance partners.

**Responsibilities:**
1. Manage Legal department operations including metrics/client satisfaction measures, department communications and policies and management of Business1’s legal services processes.
2. Partner with legal leads globally in negotiating deals with external law firms ensuring competitive pricing etc - Organize the selection of and competitive bidding process for law firms and the regular review of existing firms and vendors
3. Lead department compliance processes (establish intranet with templates, training materials, form contracts; management of required Code of Conduct and other compliance online and live training; oversight and monitoring of due diligence process for third-party agents)
4. Manage document retention policy and processes, under oversight of SVP Litigation & Intellectual Property
5. Lead the identification and evaluation and implementation of areas of process efficiency improvement and/or financial management across Discovery’s global legal team
6. Assess all our resources (internal and external) related to matter management, knowledge management, eDiscovery, document management, and billing management, then implement best in class technology, systems or processes
7. Participate in the development and maintenance of performance metrics. Work with relational databases and systems to extract, compile, and interpret data
8. Help develop a strategic plan for the department, benchmarking us against other legal departments, and creating performance reports
9. Coordinate quarterly department meetings and cross-department training opportunities, facilitate education on best practices, and create department-specific guidelines and policies

**Requirements:**
* Bachelor’s degree required
* Minimum 6 years' operations experience, preferably in a legal or compliance environment, management consulting or project management preferred.
* Demonstrated ability to work effectively across a multi-functional, global team.
* Strong negotiator; adept problem solver
* Demonstrated project/process management experience
* Strong collaboration skills, with an ability to build relationships both within a team and across external departments.
* Proactive, entrepreneurial approach to recognizing needs, solving problems, anticipating issues and developing solutions; excellent business judgment and strategic thinking
* Skills in sound judgment, problem solving, critical thinking and interpersonal communication.
* Attention to detail with excellent time management and multitasking/prioritization abilities
* Strong proficiency in Microsoft Office including Excel, PowerPoint, Outlook, and Word.
* Proven ability to manage multiple concurrent projects and responsibilities
* Must have the legal right to work in the United States
Position Summary:
The Director, Global Legal Operations & Compliance supports Business1’s legal teams around the world. This new position will be charged with developing and implementing a global operations and compliance strategy in partnership with global Legal senior leadership and regional office leads. This role will also support the Legal Department’s operations related to strategic planning (including the development and tracking of objectives and key results). This role will partner closely with the entire Legal team and Finance partners.

Responsibilities:
1. Manage Legal department operations including metrics/client satisfaction measures, department communications and policies and management of JV legal services processes.
2. Partner with legal leads globally in negotiating deals with external law firms ensuring competitive pricing etc - Organize the selection of and competitive bidding process for law firms and the regular review of existing firms and vendors
3. Lead department compliance processes (establish intranet with templates, training materials, form contracts; management of required Code of Conduct and other compliance online and live training; oversight and monitoring of due diligence process for third-party agents)
4. Manage document retention policy and processes, under oversight of SVP Litigation & Intellectual Property
5. Lead the identification and evaluation and implementation of areas of process efficiency improvement and/or financial management across Discovery’s global legal team
6. Manage legal projects that involve coordination across cross-functional teams and/or across the global legal team.
7. Assess all our resources (internal and external) related to matter management, knowledge management, eDiscovery, document management, and billing management, then implement best in class technology, systems or processes
8. Participate in the development and maintenance of performance metrics. Work with relational databases and systems to extract, compile, and interpret data
9. Help develop a strategic plan for the department, benchmarking us against other legal departments, and creating performance reports

Requirements:
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JOB DESCRIPTION FORM
EXEMPT

TITLE: Senior Director of Legal Administration

DEPT: Corporate Legal

REPORTS TO: DIVISION: Corporate

APPROVED BY: ________________________________ (Supervisor)

APPROVED BY: ________________________________ (Dept. Head)

I) GENERAL FUNCTION: Briefly state in one or two sentences the principle purpose or function of this position.

1. Lead full-time professional manager of finance and administration for the global law department (supervises staff of 4), including budgets, financial planning and reporting and worldwide legal bill processing.
2. Full-time manager of day-to-day operations of BUSINESS 1 and BUSINESS 2 Headquarters Law Departments.
3. Manage Corporate Law Department initiatives impacting global legal operation.
4. Liaison with divisional and corporate Finance, MST, Facilities and HR groups for law department matters.

II) DUTIES AND RESPONSIBILITIES: Please list in order of importance the major tasks performed which are necessary to accomplish the primary function. Indicate the percentage of time spent on each task.

<table>
<thead>
<tr>
<th>DUTIES</th>
<th>% OF TIME</th>
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<tbody>
<tr>
<td>Finance</td>
<td>25%</td>
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<tr>
<td>Prepare accurate legal budget projections and monitor spend.</td>
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<tr>
<td>1. Provide executive leadership and other budget owners with budget analysis and management recommendations; incorporate feedback.</td>
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<td>2. Capture full matter costs worldwide to aid active spend management and continue to monitor operational costs for improved budget forecasting accuracy</td>
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<td>3. Manage monthly reconciliation and reclassification requests, and quarterly budget estimate updates.</td>
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<td>5. Supervise and guide legal billing, including rate approvals, invoice review and payment; resolve process issues.</td>
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<tr>
<td>Information Technology</td>
<td>25%</td>
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<tr>
<td>Enhance existing and develop new tools to enable streamlined team collaboration internally both within and among divisions and with external legal service providers. Examples include: documents management, collaborative budgeting and forms/policies collections.</td>
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<td>7. Improve data integrity and analytical reporting capacity.</td>
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<td>8. Troubleshoot equipment/systems issues with technology teams.</td>
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### Outside Counsel Management
Facilitate an environment in which internal attorneys and other legal staff share information in real time and consult and are assisted by a legal administration team that provides strong analytics to guide law firm selection, rate approval, and participate in outside counsel negotiations.

- Participate in planning and implementation of strategic outside counsel initiatives and support active law firm management.
- Design law firm rate review processes and internal law firm evaluation.
- Manage annual revision and distribution of terms of engagement.
- Offer analysis and recommendations with respect to alternative fee arrangements; review draft agreements. Second DGCs in negotiations.
- Manage reporting and analyses of legal services and spend, as well as internal metrics.
- Manage logistics and analysis for RFPs as requested.

### Knowledge Management
Facilitate transparent and easily accessed legal practice and operations information to support global legal staff performing their responsibilities at the highest possible level of effectiveness and efficiency.

- Direct CLE program.
- Manage logistics for Senior Attorneys, Town Hall Call (and similar) meetings, including delegation of scheduling, technical support, communications, meeting materials, catering, gifts. Prepare and implement surveys and after-action reports.
- Manage library services and professional association memberships.
- Supervise development and maintenance of a Legal Portal in SharePoint characterized by transparency and availability of legal practice and operations information.
- Manage reprinting and distribution of Lawyers Deskbook.
- Track trends in law industry and collect relevant statistics to inform department initiatives.

### Human Resources
Develop and improve processes to accurately track global staffing of law department, and to ensure timely distribution and collection of law department information on staff arrival and departure.

- Direct maintenance of global legal directories, including monitoring hires and departures, open positions, portal biographies and permissions, email distribution lists, PLI and Lexis-Nexis memberships, TeamConnect licenses and Lawyers Deskbook tracking, and related Sarbanes Oxley (AC-DL) lists.
- Manage bi-annual attorney survey confirming current license in their local jurisdictions.
- Manage logistics of staff arrivals and departures; assist with open positions as requested.
- Collect and maintain organization charts and compensation from divisions.

### Office Operations
Ensure overall smooth functioning of BUSINESS 1 AND BUSINESS 2 Headquarters Law Departments.

- Respond to internal and external inquiries.
- Coordinate with facilities to reconfigure and repair office space as needed to meet staff needs.
- Manage shared file space and supplies.
- Collaborate with staff managing central vendors to design processes that meet department needs.
Position Title: Vice President, Business Management & Governance

Vice Presidents (VP) at Business1 are strategic, responsible and accountable members of Business1’s leadership team. Collectively, these roles contribute significantly to the overall reputation of Business1 as an excellent investment, a highly customer focused organization, a top employer and an exemplary corporate citizen. Executives set the ethical, organizational and performance standard for the teams they lead and exemplify how an effective performance and development culture functions day to day. A VP is expected to guide his/her team, collaborating as appropriate with Business1 partners, to deliver superior results in both the short and long term.

In doing so, he/she is expected to role model Business1’s leadership profile by making an impact, building for the future, inspiring the will to win, working effectively in teams, living transparency, showing excellent judgment and demonstrating unwavering integrity.

Department Overview:

The Legal Department of Business1 is comprised of lawyers and support staff of over 190 employees in Canada and the US with expertise tailored to deliver integrated legal solutions to our global business units and corporate functions. We are committed to delivering the highest level of expertise, service, responsiveness and flexibility to our clients by:

- Understanding our clients' business legal and regulatory requirements
- Anticipating emerging issues and providing flexible responses based on experience
- Providing advice that protects the Bank’s reputation and mitigates legal risk

In this newly created role, the Business Management and Governance function will be accountable for championing the overall operational effectiveness of the Business1 Legal Department. The role is enterprise in scope and will build a single effective and efficient Legal Department to serve the needs of Business1. The Business Management and Governance leader will be accountable for working in close partnership with business unit leaders and various control and enabling groups across Business1, including Risk Management, Finance, Human Resources, Compliance, AML and Audit to ensure consistency when implementing programs, initiatives, policies and standards.

Mandate:

Reporting to the EVP and General Counsel of Business1 and as a key member of the Legal leadership team, you will be accountable for the proactive formulation and development of enterprise-wide strategies, standards and practices for Business1 Legal with the aim of building a truly North American and best-in-class legal department. The position requires specialized and in-depth knowledge of effective operational management practices at Business1, a proven ability to deliver in a challenging and fast-paced environment and superior people management and influencing skills. You will have responsibility for all business initiatives to support the team allowing legal professionals to maximize time spent on providing advice and counsel to their businesses. You will be responsible for motivating and managing a team of professional
support staff who have office management, risk and external counsel retention responsibilities.

This is a role with an enterprise-wide mandate and sphere of influence. The successful candidate will be a champion of change who will be at the forefront of building a high-performing cross-border function in a demanding regulatory and business environment. Concurrently, the candidate will be tasked with significantly improving the productivity and operational excellence of a professional function.

**Key Accountabilities:**

- Assume primary accountability for managing a significant global external counsel budget and the internal cost effectiveness of Business1 Legal by ensuring the department is operationally and fiscally efficient which includes developing cutting edge cost effectiveness and optimization strategies and working effectively with Business1 on all matters related to planning, forecasting, expenses and charge-outs enterprise-wide.

- Provide direction and guidance on a demand management process for the Legal function; review and assess the current legal process to implement appropriate systems, tools and performance measures to provide effective enterprise solutions for the Bank

- Provide clear, high quality reporting to Business1 Legal management and other stakeholders.

- Demonstrate effective change management leadership and take a lead role in identifying and executing on critical business change management initiatives, and high priority strategic and process improvement projects across Business1 Legal with a focus on standardizing, simplifying and streamlining processes; track, measure and report on results and benefits.

- With oversight of the Legal Risk Officers in both Canada and the US, develop a best-in-class governance framework by identifying, monitoring and mitigating risks to the department. This includes work on key operational risk initiatives including: pRCSA, RCSA, BCM, the AMA operational loss event reporting and the identification of emerging risks.

- Responsible for creating a core business management team that supports a North American enterprise and provides operational, systems, technology and continuing education support, to empower the overall team of legal professionals / specialists.

- Mentor, coach and provide centralized leadership to team of office management professionals, business risk officers and to key teams of support staff globally with a goal of improving employee engagement fostering a culture of professional development and growth.

**Skills and Experience**

- Executive leadership and proven track record of making an impact, developing and executing on strategies and delivering superior results in both the short and long
term at Business1
• Process improvement mindset with proven expertise in strategic thinking capabilities in order to support the business in executing on strategy
• Understanding of change management best practices and demonstrated expertise in effectively applying these standards and practices at Business1
• Superior people management skills with proven expertise in employee engagement and people development
• Strong ability to communicate concisely with a wide variety of audiences, including senior management and key external stakeholders and proven ability to engage, influence and align stakeholders
• Demonstrated ability to provide creative thought leadership while also listening and engaging others to develop and deploy a vision; must also be able to work well independently in support of a vision
• Strong financial management skills and fluency with the financial aspects of business operations
• Demonstrated ability to build and lead a complex function; influence and leverage others in a large, global organization in order to achieve objectives; and execute projects
• Expertise in working effectively in teams and across a cross-border, matrix based working environment with multiple stakeholders

**Educational Requirements**
• Undergraduate degree in business, finance or a related field
Title: Business Manager

Summary:
This position is responsible for the day-to-day business management of a corporate law department. This person manages all operational issues including planning, budget management, outside counsel management, coordination of people systems (including staffing, recruiting, talent development, compensation and incentive planning), coordination of IT systems, and department communications.

Key Responsibilities:

Administer the process for using outside counsel including retention procedures, budget management and measurement.

Provide complete project management for department-wide initiatives such as Transformation, Legal University, web page design, surveys and other special projects.

Develop and manage a short and long term strategic department-wide meeting plan and coordinate events such as the Legal Conference.

Lead special teams and committees as appointed.

Manage the Talent Development Process, compensation and incentive planning and succession/replacement planning processes within the legal department.

Identify opportunities and implement solutions for better policies and practices regarding department structure, systems, processes and budgetary controls.

Lead the knowledge management/technology effort within Legal.

Serve as liaison to Functional Groups (HR, IT, F&A, Strategic Sourcing) and other outsource services for the purposes of departmental planning.

Coordinate the annual departmental budgeting process and track/maintain expenditures throughout the year. Produce variance reports as necessary.

Coordinate with Managing Attorneys to monitor client relations and develop methods for continuously improving service delivery.

Provide Facilities management for the legal department. Coordinate all
VP, Administration

Description

Vice President and Chief Administrative Officer
This position will be a member of the senior leadership team for Law, Compliance and Business Ethics Counsel, with a matrix reporting line to the Chief Ethics and Compliance Officer (CECO). The incumbent Department Administration and oversee the Operations, Finance, and Project Management units, and department Risk Officer. The incumbent will also provide leadership and support for LCBE strategy presentations and serve as the primary liaison between LCBE leaders and the Finance Department.

Responsibilities:
- Management of LCBE Administration and Operations including business continuation, privacy, security
- Collaborate with group leaders in developing and managing department budget
- As LCBE Risk Officer, oversee identification, analysis, management and reporting of risk issues
- LCBE Risk Management Committee and preparing the annual Risk Report to ERC
- Liaison with Finance Department in formalizing annual budgets, forecasts and reconciliations
- Manage the department's high impact projects and initiatives providing leadership and direct apprised of the progress including developing business case models and tools that articulate, demonstrate, and analyze customer satisfaction surveys
- Identify best practices, standard approaches and business metrics that will help define value to the business

Qualifications
- Solid business and financial acumen with 8-10 years of relevant business experience
- Excellent written and oral communication skills
- Ability to articulate business strategies and formulate concise solutions to complex problems
- Strong analytical skills
- Proven project management experience
- Excellent interpersonal and client management skills
- Demonstrated results managing people
- Good understanding of Prudential's businesses and organizational structure

Job Function General/Other; Legal
Primary Location United States
Schedule Full-time
Mission:

- Develop strategies and drive processes to significantly reduce the company’s outside legal spend while ensuring continued excellent legal representation
- Work with Procurement, Finance, and IT to develop tools/systems for carrying out this initiative, including collecting/compiling/communicating data related to the company’s external legal spend and value-based Alternative Fee Arrangements (“AFAs”)
- Work with the company’s outside law firms to develop win/win solutions to successfully implement these strategies
- Rapidly move towards win/win AFAs and away from the hourly-rate system

10 specific responsibilities:

1. Serve as a member of the company’s global Legal Management Team that meets monthly.
2. Oversee the business/financial relationships between the Law Department and multiple outside counsel firms and other legal service providers worldwide in order to ensure quality service levels, achieve the highest levels of efficiency and reportable savings, and enable Legal to demonstrate solid corporate governance over a large global spend.
3. To help accomplish #2 above, train, manage, and ensure the professional development of staff members including attorneys, paralegals, Financial Analysts, Business Systems Analysts, Project Managers, Directors of AFA Intelligence & Analytics, and Administrative Assistants.
4. Responsible for policies, procedures, training, and monitoring of the Law Department’s worldwide compliance
with the company’s Anti-Bribery and Corruption program.

5. Direct and oversee the Law Department’s compliance with the company’s Global Internal Audit and Procurement Department requirements relating to the selection, engagement, and monitoring of law firms and other legal service providers (including ensuring compliance with the company’s policies around competitive bidding, IT protections, Third-Party Code of Conduct, Anti-Bribery & Corruption, etc.).

6. Oversee processes for selection, engagement, and periodic formal evaluation of external law firms and other legal service providers.

7. Interface directly with senior management of the top law firms globally with respect to AFA negotiations, engagement documentation, relationship management, etc. Lead or assist with engagement-related negotiations with law firms and other legal service providers across all legal categories worldwide.

8. Oversee periodic audit initiatives to ensure law firm compliance with Legal’s engagement and invoicing directives. As necessary, oversee all reconciliation efforts triggered by audit findings.

9. Ensure that the Legal Department has the right tools and know-how to monitor, audit, and report global external legal spend and savings (includes continued rollout of e-billing to ROW), and oversee preparation of necessary reports.

10. Liaise with Corporate Finance in planning/developing budgets related to external legal spend; Present financial analyses/ad hoc reports as needed to General Counsel, Legal Practice Group Heads, Corporate Finance, and Corporate Procurement.
August 2013

AbbVie Inc.
Suburban Chicago
www.abbvie.com
NYSE: ABBV

AbbVie Inc. has retained Major, Lindsey & Africa on an exclusive basis to conduct a search for a Section Head, Legal Operations to be located in its corporate headquarters in a suburb north of Chicago, Illinois. AbbVie is an equal opportunity employer. Interested candidates, please respond to the MLA recruiter who contacted you about this search or directly to the recruiter managing this search, Ryan B. Whitacre at rwhitacre@mlaglobal.com. Please do not contact AbbVie directly; all resumes sent to the Company will be routed to MLA for handling and will create delays.

**SECTION HEAD, LEGAL OPERATIONS**

**Overview:** Based at AbbVie’s northern Chicago suburban corporate headquarters, the Section Head, Legal Operations will be responsible for developing, refining and promoting the Legal Division’s mission, and developing and executing the Legal Division’s annual and long term operations plan, to include managing multiple, complex projects impacting the Legal Division worldwide, including defining project plans, monitoring, implementation, and evaluation. The successful candidate will provide leadership by creating and maintaining operational team focus and effectiveness in achieving Legal Division objectives to be a world-class legal department that provides proactive and high-quality service. S/he will manage a Legal Operations Department comprised of up to eleven professionals and an annual budget of approximately $7 million.

**Company:** AbbVie Inc. (NYSE: ABBV) is a global, research-based biopharmaceutical company. AbbVie develops and markets advanced therapies that address some of the world’s most complex and serious diseases. AbbVie products are used to treat rheumatoid arthritis, psoriasis, Crohn's disease, HIV, cystic fibrosis complications, low testosterone, thyroid disease,
Parkinson's disease, ulcerative colitis, and complications associated with chronic kidney disease, among other indications. AbbVie has approximately 21,500 employees and its products are sold in over 170 countries. The Company reported 2012 net sales in excess of $18 billion.

**Compensation:** A very competitive compensation package is envisioned for the market, depending on experience.

**Experience:** The successful candidate will have at least fifteen (15) years experience working in positions of increasing responsibility in managing corporate legal operations, with demonstrated experience and expertise in strategic planning and execution, legal information technology (including e-discovery and records and information management), outside counsel and vendor management, intellectual property operations, finance and budget management, attorney professional development, and office administration. An *undergraduate degree is required*; a law degree is highly preferred. Experience working for a large company engaged in complex lines of business and industries also highly preferred.

**Relos:** Yes, this is a national search.

**Bar:** Bachelor Degree required. Law degree (J.D.) highly preferred.

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**POSITION OVERVIEW**

AbbVie seeks a seasoned legal operations professional possessing considerable prior in-house experience managing all operational aspects of a large corporate legal department. S/he will directly report to AbbVie’s Vice President and Associate General Counsel for Commercial Litigation and Legal Specialty Operations, and will manage a staff of eleven professionals with an annual budget of approximately $7 million. The position will be based in AbbVie’s corporate headquarters in a suburb north of Chicago, Illinois, and the expected travel requirement is minimal.

**RESPONSIBILITIES**

Specifically, the Section Head, Legal Operations will be required to facilitate the operations of the Legal Division in meeting its objectives to be a world-class legal department that provides proactive and high quality service, and will include:

- **Strategic Planning and Execution.** Responsible for developing, refining and promoting the Legal Division’s mission, and developing and executing the Legal Division’s annual and long term operations plan. Responsible for special strategic projects and initiatives
as delegated by the General Counsel. Leads or serves on relevant Legal Division and corporate-wide committees.

- **Legal Information Technology.** Directs the Director of Legal IT to develop project plans, timelines, and milestones with input from multiple areas (IT, finance, attorneys, support personnel throughout the Legal Division, and other corporate support groups) to technologically exceed expectations in the areas of matter management, document management, knowledge management, IP management, financial management/e-billing, corporate management and secretarial services, business intelligence/“dashboard” metrics/reporting, the Legal Division intranet, outside counsel and legal vendor extranets and collaborative workspaces and other areas of technology. Identifies resource requirements, processes, costs and timelines. Negotiates with external consultants and contractors to insure maximum return on investment. Develops implementation plans, conducts risk assessments and develops contingency plans to address identified risks. Frequently assesses prioritization of projects vis-à-vis AbbVie’s strategic objectives and aligns projects and timelines accordingly. Analyzes status of multiple projects and provides ongoing reports to constituencies. Serves as liaison with Corporate IT and Corporate-wide IT initiatives impacting Legal Division.

- **E-Discovery and Records Management.** Directs Senior Counsel & Director of E-Discovery and Records Management to manage AbbVie’s e-discovery and records management areas and needs, including e-discovery strategic planning, the resolution of e-discovery and records management issues with appropriate subject matter experts within the Legal Division and the development of e-discovery metrics. Develops and maintains legal hold/document retention policies and designs and delivers training in this regard for new Legal Division personnel. Implements and manages the Legal Division’s e-discovery tools and systems, including those systems for holds, collection, pre-processing, processing/review and production. Provides guidance and insight into e-discovery and records management best practices. Manages review of destruction orders.

- **Outside Counsel and Legal Vendor Management.** Directs the attorney serving as manager of outside counsel and legal vendors to manage and maintain Legal Division-wide outside counsel management and legal vendor management initiatives to accomplish the Legal Division’s operational objectives, and works with attorneys and other stakeholders to design, implement and administer such initiatives. Initiatives include convergence, the development and maintenance of outside counsel and vendor guidelines, the administration of a standardized rate increase request process, the implementation of alternative fee arrangements, performance scorecards, annual
recognition awards, annual outside counsel educational meetings, outside counsel and vendor diversity initiatives and other outside counsel and legal vendor programs. Also responsible for managing the Legal Division’s conflict waiver request process. Develops and distributes quarterly and annual outside counsel and legal vendor cost avoidance/cost savings report.

**Intellectual Property Management Operations.** Directs the Director of IP Operations and works with Legal Division patent and trademark attorneys and other stakeholders to develop, implement, and administer IP management initiatives that will contribute to the accomplishment of the Legal Division’s overall performance objectives. Manages all areas of IP operations, including annuities, foreign filing, docketing, IP management systems, and other areas. Also manages systems related to Requests for Release of Technical Information, Invention Disclosure Statements, Freedom to Operate, Patent Incentive Program, and similar systems.

**Finance/Budget Management.** In cooperation with the Legal Division Controller, monitors the Division budget through accurate forecasting of internal and external resource needs on a function by function basis, coordinates the allocation of Legal Operations resources among various departments, analyzes variances and promptly reports and corrects these variances, tracks expenses to projects and ensures prompt invoicing of outside expenses so that project costs and operating budget meet Legal Division targets. Develops and implements cost control initiatives. Develops reports with historical analysis.

**Administration.** Manages Legal Division training, Legal Division intern program, Legal Division policies, Legal Division pro bono and community service program, Legal Division memberships, Legal Division SharePoint sites, and similar activities and initiatives. Develops and administers bi-annual business client satisfaction survey and Legal Division employee culture survey. Responsible for planning and executing annual all-attorney meeting, annual all-staff meeting, annual all-employee meeting, and special employee initiatives and events. Integrates process improvement methodologies into the Legal Division. Directs the attorney and staff responsible for management of Legal Division facilities, capital, file rooms, supplies, and other aspects of the Legal Division.

**Qualifications & Skills**
The position requires an accomplished professional, preferably an attorney, with a distinguished record of legal operational excellence. Personal and professional “fit” is of paramount importance to AbbVie. Candidates must be leaders, goal-oriented individuals with the ability to influence and drive change in a fast-paced, complex global business.
• A bachelor’s degree from an accredited college or university is required. A J.D. from a nationally-ranked law school and minimum of one State bar admission is highly preferred.

• A minimum of fifteen (15) years relevant experience – that is, full-time concentration on law department operational management. Individuals who only devote some portion of their daily practice to legal operations will not be considered.

• Experience with and working knowledge of systems and tools available for matter, document, and vendor management is required. Some knowledge of intellectual property operations (patent and trademark) is a plus.

• Strong leadership and motivational skills, including the ability to build and manage high-performing teams; ability to lead while working with legal, business and technical staff.

• Ability to influence and leverage relationships within and outside the Legal Division; consensus building skills; excellent communication skills (oral and written) and proven mastery of presentation.

• Results-oriented with a strong ability to execute on required deliverables and drive results; superior project management and strong organizational skills; ability to work with a high degree of independence and autonomy; strong problem solving skills.

• Strong analytic and strategic thinking ability, as well as the ability to remain calm under pressure.

• Strong ethics and unquestioned integrity; ability to serve as a role model for the ethical principles and values of the Company.

**COMPANY OVERVIEW**

AbbVie represents a new biopharmaceutical company – combining the expertise and stability of a long-standing pharmaceutical company with the focus and innovative spirit of biotech. The Company’s portfolio of biologics and other compounds addresses some of the world’s most complex, unmet medical needs, making AbbVie a disease state leader through its products. AbbVie has approximately 21,500 employees and its products are sold in over 170 countries.

AbbVie products are used to treat rheumatoid arthritis, psoriasis, Crohn's disease, HIV, cystic fibrosis complications, low testosterone, thyroid disease, Parkinson's disease, ulcerative colitis, and complications associated with chronic kidney disease, among other indications. AbbVie also has a pipeline of promising new medicines, including more than 20 compounds or indications in Phase II or Phase III development across such important medical specialties as immunology, renal care, hepatitis C virus (HCV), women's health, oncology, and neuroscience, including multiple sclerosis and Alzheimer's disease.
AbbVie's long-term strategy is to maximize its existing portfolio through new indications, share gains, increased reach and geographic expansion in underserved markets while also advancing its new product pipeline. To successfully execute its long-term strategy, AbbVie will focus on expanding HUMIRA sales, advancing the pipeline, expanding its presence in emerging markets and managing its product portfolio to maximize value.

Research and development (R&D) efforts will continue to focus a significant portion of expenditures on compounds for immunology, oncology, neuroscience, pain management, virology, renal disease and women's health. AbbVie's goal is to bring to market products that demonstrate strong clinical performance for patients and economic value for payors.

AbbVie plans to continue making investments in key emerging markets, including Brazil, China, Mexico and Russia. Continued penetration of HUMIRA and other leading products is expected to help drive growth in these markets.

AbbVie’s fiscal year ending in December 2012 shows the Company had net sales of $18.38 million.

ABBVIE IS AN EQUAL OPPORTUNITY EMPLOYER AND ENCOURAGES DIVERSE CANDIDATES TO APPLY.

PROCESS
Submit a resume in Microsoft Word format with a letter describing your interest and relevant skills addressed to:

Ryan B. Whitacre
Director
rwhitacre@mlaglobal.com

No calls please.

You may be required to complete additional documents to be considered for this position.
ABBVIE INC.
Section Head, Legal Operations

August 2013

CONTACT INFORMATION

Paul S. Williams
Managing Partner
312-456-1848
pwilliams@mlaglobal.com

Ryan B. Whitacre
Director
312-288-4914
rwhitacre@mlaglobal.com

Dan Lambert
Associate Director
312-456-5540
dlambert@mlaglobal.com

Additional information can be found on www.mlaglobal.com
Preferred Qualifications

The ideal candidate will have experience both as a practicing attorney and in the area of legal operations. Experience managing direct reports and working with cross-functional counterparts in Finance and IT is strongly preferred. For attorney candidates, either a California Bar License or California MJD license is required.

Detailed Description and Job Requirements

The Vice President, Global Legal Operations position reports directly to the General Counsel. As with all senior management roles in the Legal Department, this role will require both the management of legal professionals as well as direct ownership of certain duties.

Direct responsibilities include:

- **Legal Department Administration** – As the primary interface between the General Counsel and the Legal Department, this role coordinates activities such as annual performance and compensation reviews, as well as other activities and projects assigned by the General Counsel.

- **Spend Management** –
  - **Internal** – Coordinating the annual Department budgeting process as the primary interface between Finance and Legal.
  - **External** – Negotiating and managing key law firm relationships, primarily for the Litigation Group, and working closely with Procurement to manage Legal’s main vendor relationships.

This role also manages the following functions, though each is managed by one or more members of the Legal Operations team:

- **eDiscovery Support** – Management of data processing and review functions in support of all litigation, compliance, internal audit, and employment matters. This includes interaction with internal IT functions as well as management of external eDiscovery managed service providers.

- **KM** – Administration of all knowledge sharing issues facing the Legal Department, including expansion of the current intranet-based content management knowledge-base, training of all Legal Department members to consistent global standards, and development of new technology solutions to further enhance Legal Department collaboration and efficiency.

- **Legal Department Technology** – Administration of all Legal technology tools, with a primary focus on the continued global rollout of the Department’s eBilling tool. Additional responsibilities include, among other things, management of the Department’s Company-facing Legal Website and development of enhancements to the Department’s KM site.
Global Records Management (GRM) – Sets the standards for and provides support to the entire Company regarding records retention and disposal in accordance with the Company’s Information and Records Policy. This includes responsibility for the global vendor relationships in connection with physical records, as well as single-point-of-contact responsibility for all data management retention and disposal activities.

Oracle is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability and protected veterans status or any other characteristic protected by law.

Travel: Minimal

Job Type: Regular Employee Hire

Organization: Oracle

Hiring Manager: Dorian Daley

Location: US-CA, California-Redwood City

Shift: Day Job
Facebook was built to help people connect and share, and over the last decade our tools have played a critical part in changing how people around the world communicate with one another. With over a billion people using the service and more than fifty offices around the globe, a career at Facebook offers countless ways to make an impact in a fast-growing organization.

Facebook seeks a highly-motivated, team player to serve as the Head of Legal Operations. In this role you will be responsible for day-to-day business operations, internal communications and increased efficiencies and effectiveness for the Legal department. The department currently has 100+ people working out of six offices worldwide in support of Facebook's mission to connect the world. This is a great opportunity to join a dynamic and growing legal team and to work in fast-paced, fun environment. The position is based in Menlo Park, California.

Responsibilities

- **Budget Management:** Oversee and manage the department budget in partnership with Finance, Define metrics for increased visibility and insight into budget performance.
- **Hiring, Recruiting and Outreach:** Coordinate headcount planning and assist with recruiting and diversity efforts, Develop and manage department onboarding and new attorney training, Oversee the department’s community support and outreach, including relationships with local pro bono organizations, Coordinate Legal internship program.
- **Communication and Collaboration:** Assist with communications between and among department groups and across the international regions in which Facebook Legal operates, Plan and execute annual legal summit and other department off-sites, Tracking and driving departmental goals and objectives, Improve and coordinate continuing education and other training programs.
- **Tools, Technology and Process Management:** Identify and implement process improvements and solutions around department organizational structure, systems, technologies and controls, Define centralized resources that are well-maintained and accurate, Evaluate, test, train, implement and support technology solutions interfacing with IT, Manage and oversee vendors and assist with vendor diversity efforts.
- **Support and manage various ad hoc projects within the department as they arise**
Requirements

- B.A. or B.S. degree or relevant experience
- The ideal candidate will have experience in the area of legal operations and at least 5 years professional management experience
- Excellent analytical and problem solving skills as well as strong communication skills
- Outstanding leadership and interpersonal skills with a proven track record of building relationships
- Strong organizational and coordination skills along with multi-tasking capabilities to get things done in a fast-paced environment
- Demonstrated ability to work independently and as part of a team
- Expertise in PowerPoint and Excel
- Demonstrated experience with strategic planning, employee recruitment and cross functional partnerships with IT, Finance and HR
- Comfortable working with and around technology
- Experience working with and managing outside counsel

Head of Legal Operations

Shire Pharmaceuticals - US - MA - Lexington

Job description

Primary Duties

- The position is responsible for the operational management of the Global Legal Function. Provides leadership in assisting the Legal function to achieve its goal of providing world-class legal services. Manages Legal Operations Group to a Legal operations budget.
- Responsible for developing, refining and promoting the Legal Function’s mission and for developing and executing the Legal function’s annual and long term operations plan.
- Responsible for special projects as delegated by the General Counsel

Responsibilities

15% - Strategic Planning and Execution

- Develop, refine and promote the Legal Function’s mission
- Develop and execute the Legal Function’s annual and long term operations plan
- Develop and manage performance metrics, including client satisfaction surveys, staffing and spending benchmarking

25% - Contracting

- Develops and manages the global contracting process
- Establishes standards for contracting within Shire
- Overseas and manages the leads of Contracting COE including teams of contracts analysts organized by contracting categories (global)
- Responsible for establishing, updating and maintaining global contract templates to be used by Legal Function
and clients
  • Develop and manage performance metrics associated with the contracting process
  • Develop and implement applicable training for Legal Function and clients
  • Maintain policy and procedure alignment with stakeholders, including functions such as Insurance, PV, Compliance, IT Security, Privacy, Tax, Corp Sec, and Audit

25% - Information Technology
  • Operational management of Legal’s IT systems, including developing the department’s technology strategy.
  • Management and oversight of CORE database and CORE processes (and migration from legacy platforms)
  • Management of an e-billing platform and vendor
  • Management of Legal Function’s record and file management systems globally
  • Manage the Legal Department Intranet (IRIS)
  • Manage collaborative workspaces (legal sharepoint) and enhancement of knowhow sharing systems utilizing technology
  • Management of external IT vendors for the Legal Function
  • Prioritizes projects to conform to the Legal Function’s strategic objectives; aligns projects and timelines accordingly.

15% - Records management
  • Oversees and manages the Head of Records management
  • Manages Shire’s records management needs including internal and external records management systems/ vendors, ensures close collaboration with appropriate subject matter experts within the Legal Function
  • Develops and maintains document retention policies
  • Manages records retention and destruction processes

15% - Outside Counsel Billing Management
  • Directs management of outside counsel billing guidelines, implementing initiatives to accomplish cost and other operational objectives, working with attorneys and other stakeholders
  • Develop and maintain outside counsel guidelines
  • Develop standardized billing systems
  • Develop standardized rate increase request process
  • Implement innovative billing structures
  • Prepare performance scorecards for main advisers
  • Arrange outside counsel educational meetings for Legal team members
  • Deliver annual external counsel cost savings report

5% - Administration
  • Manage Legal intern program
  • Manage Legal Function policies
  • Manage Legal Function memberships
  • Develops and manages Legal function meetings and events, team building strategies and other activities within the Legal function

Education and Experience Requirements
  • JD and bachelor’s or advanced degree in business or related discipline

Shire’s Brave culture offers employees with diverse backgrounds the opportunity to enable those with life altering conditions to lead better lives.

Shire is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by applicable law. US Applicants who require accommodation in the job application process may contact 484-595-8400.
Director, Legal Operations

**SolarCity - US-CA-San Mateo**

**Job description**

**Overview**

The Legal Operations Director will be responsible for the development, implementation and administration of systems and processes for SolarCity’s legal department.

**Responsibilities**

- Create and implement systems and processes to scale legal functions to help facilitate the company’s rapid growth
- Implementation and administration of various software systems used by the legal department, including eDocs/OpenText document management system, DocMinder task management software, Contract Express contract creation and document assembly software, SharePoint, Kayako customer service ticketing system (and any replacement customer service system implemented on a department-wide basis), Dropbox, e-signature, and Serengeti legal matter management and billing software. This includes configuration of systems, expanded use of existing systems and future development, development of written processes, training, and on-going troubleshooting
- Oversee migration of and ongoing tracking of all SCTY contracts and associated metadata to DocMinder or other contract management system
- Implementation and administration of data-based reporting functionality from various software systems (including Contract Express or other contract metadata, Kayako, Serengeti, and DocMinder)
- Develop new hire onboarding processes for legal department
- Manage automation of priority, high volume contracts
- Maintain repository of documents and templates for company clients
- Interact comfortably with SolarCity’s various departments and employees, ensuring that their legal needs are met efficiently
- Create training programs for legal team and training of other departments on legal issues

**Qualifications**

- College Degree in related field
- 5-10 years of experience with legal department management and associated software systems.
- A love for the “plumbing” of legal departments and striving to better and more efficiently meet the needs of rapidly growing company
- Results-driven, has a strong sense of urgency and is able to drive results
- Fast-paced, yet detail oriented
- Business-minded and comfortable in an environment where ROI matters
- Comfortable rolling up his/her sleeves and being hands-on
- Able to effectively interact with, influence and collaborate with other members of the SolarCity organization
- Strong communication skills and the ability to work well with others
- Comfort in an entrepreneurial environment where demands and priorities change rapidly
- Robust organizational and time management skills
• Ability to manage multiple internal clients
• Ability to efficiently prioritize and multi-task
• Comfortable in an egalitarian, collaborative environment where the executives sit in cubes
• Self-motivated, innovative thinking and a commitment to teamwork
• A great sense of humor
• Excellent customer service skills
• Must be able to successfully pass a pre-employment criminal background check

Benefits for Full-Time Positions

• Competitive compensation with many positions incentivized
• Paid training with the nation’s leader in solar power
• Full benefits package including health, vision, dental insurance
• Attractive vacation, sick and holiday pay
• 401(k) savings plan
• Employee referral program
• Eligibility to receive equity in the company
• Career path opportunities for top performers

SolarCity is an Equal Opportunity / Affirmative Action employer committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability, protected veteran status or any other factor protected by applicable federal, state or local laws.

Director, Legal Operations

Gilead Sciences - Foster City - California - US

Job description

If you have experience managing Legal Operations and are interested in a unique opportunity to help define and develop a new Legal Operations function for a fast growing, international law department, this is the job for you. As the Director of Legal Operations, this role will report to the General Counsel and will work closely with the Legal Leadership Team, to support the rapidly growing legal department, by assisting in the development of departmental priorities and leading the execution of key projects. The ideal candidate will possess excellent interpersonal skills, and have significant experience collaborating domestically and internationally to deploy best-in-class processes, tools and technology in the legal department. This position will interface with professionals in other business units and will work cross functionally, particularly with professionals in Finance, HR, and IT.

Essential Duties and Job Functions:

• Work with Legal Leadership Team to develop and own a program focused on the oversight and management of legal support staff
• Manage the Legal Department’s budget and forecasting processes, and regularly update and monitor the budget to effectively control costs
• Drive the development of monthly and quarterly business metrics and provide operational analysis through reports and dashboards
• Working closely with the Legal Leadership Team, negotiate and manage key law firm and vendor relationships, including fee arrangements
• Manage resources focused on E-Billing, and related issues and firm communications
• Work with the General Counsel and Legal Leadership Team to develop formal and informal lines of communication with various levels of management within and outside of the Legal Department
• Complete ad-hoc and special projects as requested/required by the Legal Leadership Team
• Source, evaluate, test, train, implement and support technology solutions throughout the legal department
• Act as system owner for legal department tools and technology, including Matter Management, E-Billing, Document Management, Intellectual Property Management, and Knowledge Management
• Develop best-in-class systems, policies and processes required for maximum efficiency and consistency across the department
• Address internal department management needs including facilities management, planning and coordinating logistics for departmental off-sites, and leading the department’s goal setting process and ongoing tracking
• Oversee new-hire onboarding and orientation for legal department staff
• Work with the Legal Leadership Team to determine future Legal Operations team hires, develop job requirements and lead the hiring process
• Define, develop and manage a program for Continuing Legal Education, as well and research and library tools/subscriptions
• Assist with the establishment of the Legal function in new locations, help create consistency of the Legal function in new and existing locations and supervise department administrator supporting legal team in EMEA region.

Knowledge, Experience and Skills:

• 10+ years of legal industry experience required, including at least 5 years of experience managing a Legal Operations team
• Ideal candidate will have experience working in the biotechnology or pharmaceutical industries; or will have worked within a legal department with a large focus on intellectual property
• Ideal candidate will have demonstrated an ability to manage a fast-paced and growing legal department’s operational needs.
• Deep knowledge of and demonstrable experience implementing and managing core legal systems, including Matter Management, E-Billing, Document Management, Intellectual Property Management, and Knowledge Management
• Mastery of intermediate finance concepts and processes, gained through education or experience
• M.B.A. or similar education or experience
• Mastery of Microsoft applications including Outlook, Word, PowerPoint, Excel; as well as project management applications such as Microsoft Project and Visio
• Experience simultaneously driving multiple projects, and identifying, prioritizing and resolving key business issues
BlackRock Head of Legal Operations

BlackRock - New York City, NY, US

Description

The Legal & Compliance team oversees BlackRock’s compliance with applicable laws and rules, and is responsible for, among other things, establishing legal and compliance policies and procedures that meet applicable regulatory requirements and testing the operative effectiveness of those policies and procedures.

Key Responsibilities

To support the Global Chief Operating Officer in managing the Legal and Compliance operations with a particular focus on the management of BlackRock’s Outside Counsel and other vendor relationships reducing aggregate costs, enhancing transparency visibility and implementing greater controls. Additionally, responsibilities include, but are not limited to, project management, administration of the business including budget, expense management, and data analysis, management information reporting, and production of presentations/strategic business analyses for Legal and Compliance.

• Assist with the financial planning and management process in close partnership with Finance department

• Facilitate an environment in which internal attorneys and other legal staff share information in real time and consult and are assisted by a legal administration team that provides strong analytics to guide law firm selection, rate approval, and participate in outside counsel negotiations.

• Help to implement tools to optimize management of legal and compliance processes and risks, including legal e-billing and matter management platforms; and deploying innovative strategies to more effectively use legal services.

• Drive the development and maintenance of Legal and Compliance objectives in partnership with the Leadership team

• Track and monitoring of Departmental budgets, ensuring adherence to plans and that any variances are appropriately escalated and authorized

• Primary interface /liaison with IT for all support services

• Manage Legal and Compliance wide projects and initiatives

• Assist in driving change for the Legal and Compliance organization as part of the overall L&C objectives and priorities

• Other special projects as defined including representing Legal and Compliance where needed

• Compile weekly report of significant Legal and Compliance activities for BlackRock Global Executive Committee

• Coordinate space/seating for the Legal and Compliance team including working with Corporate Services on moves
**Qualifications And Skills**

• Undergraduate degree

• 7+ years Investment Banking or Asset Management, preferably in HR or Finance

• Experience with budget administration and project management

• Demonstrated success in working as part of a global team, and the ability to function in a virtual organization

• Strong communication and influencing skills; prior experience driving or working closely with an internal communications function an advantage

• Ability to empathize with and influence senior leaders in Legal and Compliance, Finance & Operations functions

• Analytical and strategic/systems thinker – ability to look at the big picture and make recommendations for practical change & improvement

**BlackRock is proud to be an Equal Opportunity and Affirmative Action Employer. We evaluate qualified applicants without regard to race, color, national origin, religion, sex, disability, veteran status, and other statuses protected by law.**

BlackRock is a leader in investment management, risk management and advisory services for institutional and retail clients worldwide. At December 31, 2014, BlackRock’s AUM was $4.652 trillion. BlackRock helps clients meet their goals and overcome challenges with a range of products that include separate accounts, mutual funds, iShares® (exchange-traded funds), and other pooled investment vehicles. BlackRock also offers risk management, advisory and enterprise investment system services to a broad base of institutional investors through BlackRock Solutions®. Headquartered in New York City, as of December 31, 2014, the firm had approximately 12,200 employees in more than 30 countries and a major presence in key global markets, including North and South America, Europe, Asia, Australia and the Middle East and Africa. For additional information, please visit the Company’s website at www.blackrock.com | Twitter: @blackrock_news | Blog: www.blackrockblog.com | LinkedIn: www.linkedin.com/company/blackrock

**UBER**

**HEAD OF LEGAL OPERATIONS**

**About this job**

**Job description**

The Uber Legal Department is seeking a Head of Legal Operations to join our team. The position acts as an interface between the general counsel and the legal department. This position coordinates activities such as the
annual operating plan and department budgets, hiring and recruiting, as well as other activities and projects as assigned by the General Counsel. In addition, this position assumes responsibility for leading law firm and third-party vendor negotiations, developing pricing strategies, conducting RFPs (Request for Proposals), tracking and coordinating outside counsel fee arrangements and driving other cost control initiatives.

The ideal candidate will be someone who has managed direct reports in both cross-functional and cross-geographic teams in a corporate environment, has a significant pricing background and expertise, has extensive negotiations experience, is customer service-focused and detail-oriented, and has the diplomatic presence to handle sensitive discussion with both team members and senior outside counsel partners. This person will be encouraged to innovate and build upon current processes, working closely with the senior attorneys in our legal department. To succeed in this role the candidate will need a can-do attitude and be able to multitask efficiently and effectively to manage competing priorities.

Primary job responsibilities will include:

**Strategic Planning and Execution**
- Responsible for developing, refining and promoting the legal department’s mission, and developing and executing on the department’s short and long term operations plan
- Provide creative thinking to help identify and develop cutting-edge strategies for increasing value and reducing outside legal spend while maintaining excellent legal representation and optimizing engagement practices with our law firms
- Responsible for other strategic plan or initiatives as delegated by the General Counsel

**Finance and Budget Management**
- Development and management of the Legal annual operating plan and all department budgets
- Lead the strategic planning process to determine future headcount and spend by practice and geography. Works as a primary interface between the legal department and finance
- Identify, collect, and report on key performance indicators and metrics on a global basis that are meaningful and relevant in ascertaining the legal team’s budget management performance

**Legal Information Technology**
- Assess all department resources related to matter management, knowledge management, eDiscovery, document management, and billing management, then implement best in class technology, systems and processes
- Partnering closely with our eBilling administrator on international implementation of the Serengeti platform, process improvements, and system enhancements. Able to demonstrate mastery of Serengeti Tracker as well as the ability to write detailed reports within the software tool
- Responsible for all knowledge management tools and processes including development of new technology solutions to further enhance Legal Department collaboration and efficiency

**E-Discovery and Records Management**
- Work with the e-discovery manager to implement a phased rollout of an efficient e-discovery process to include both in-house resources and third party vendors, legal holds and document review management
- Develop, track and improve efficiencies, processes and cost controls of e-discovery and records management platforms
- Evaluate and implement a document management system across the entire department

**Outside Counsel and Legal Vendor Management**
- Lead the Uber law firm and third-party vendor management programs with the aim of reducing spend, maximizing value, and improving predictability
- Conducting RFPs where appropriate
- Review and edit engagement letters that meet our needs and requirements
- Create a tracking system that will provide quick access to data on each engagement and pricing model
Pricing and Negotiations
- Develop pricing models and templates for use across the department
- Develop creative matter-specific fee arrangements in partnership with managing attorneys
- Negotiate fee arrangements with outside counsel firms and third-party vendors
- Create data and reporting processes to monitor pricing performance and savings

Administration
- Stay abreast of industry trends, analyze outside counsel billing practices against in-house Uber guidelines, and maintain an updated outside counsel billing guidelines document and related tools.
- Work cross-functionally with professionals in Legal, Finance, IT, and others
- Manage new hire onboarding processes for the legal department
- Oversee development and implementation of department policies, communications and trainings
- Coordinate quarterly department meetings and cross-department training opportunities, facilitate education on best practices, and create department-specific guidelines and policies

Job Requirements
- Bachelor’s Degree required preferably in business or finance, JD and/or MBA preferred
- 10+ years of total work experience in operations, with minimum of three years in a law firm marketing/pricing department, five years in legal operations, billing and pricing, and five years managing direct reports
- Executive management experience in both a corporation and an international law firm.
- Executive leadership and proven track record of making an impact, developing and executing on strategies and delivering superior results in both the short and long term
- Demonstrable experience with alternative fee arrangement cost modeling
- In-depth understanding of law firm billing, pricing and compensation practices.
- Strong understanding of litigation/transaction matter lifecycles
- Attention to detail with excellent time management and multitasking/prioritization abilities
- Technology-savvy; proficient in all Microsoft Office applications, especially Excel; expertise with Serengeti Tracker
- Has excellent interpersonal skills; comfortable dealing with all levels of our organization
- Proactive approach to recognizing needs, solving problems, anticipating issues.
- Proven negotiation skills with senior partner level outside counsel attorneys and pricing directors of law firms. Demonstrated track record of influencing senior level stakeholders (both internal and external).
- Excellent written and oral communication skills. Strong ability to communicate concisely with a wide variety of audiences, including senior management and key external stakeholders and proven ability to engage, influence and align stakeholders
- Well organized, able to prioritize well, work efficiently. Shows flexibility as workloads fluctuate.
- Consummate team player with excellent judgment
- Demonstrated ability to build and lead a complex function; influence and leverage others in a large, global organization in order to achieve objectives; and execute projects

Perks
- Employees are showered with Uber credits each month.
- Ground floor opportunity with the team; shape the strategic direction of the company.
- The rare opportunity to change the world such that everyone around you is using the product you built. We’re not just another social web app, we’re moving real people and assets and reinventing transportation and logistics globally.
- Sharp, motivated co-workers in a fun office environment.

Benefits (U.S.)
- 401(k) plan, gym reimbursement, nine paid company holidays.
- Full medical/dental/vision package to fit your needs.
- Unlimited vacation policy; work hard and take time when you need it.