

Resourcing Executive

Practice group/Global Operations team:

1 x L&DM

Type of Vacancy:

Permanent

Full time/Part time:

Full-Time

Location:

Nationwide

About Eversheds Sutherland:

A fantastic opportunity has arisen for a Resourcing Executive role to work within the L&DM team working in our resourcing and work allocation team. The role can be carried out from any of our UK offices and will be full-time, working 35 hours per week between 8:30am – 5:30pm, with flexibility if required. All necessary IT equipment will be provided to facilitate blended and flexible working but candidates should have access to wifi connectivity and a conducive working environment available to them, as this role will involve in-person and virtual team and individual meetings via Microsoft teams.

This newly created role will support the set up and expansion of formal work allocation processes within the Litigation Practice Group. You will be working on a project that is one of the strategic priorities for the firm in relation to the 2024 Global Strategy. Working alongside an experienced senior resource manager, you will achieve personal satisfaction by using your organisational, analytical and relationship building skills to the full, getting involved right across the spectrum of work allocation activity and making a real difference to our business.

Description:

Working with the senior resource manager, you will help manage work allocation processes across a primary product group.

Key responsibilities:

Speaking regularly to the fee earners and understanding their work requests, you will be responsible for the day to day resourcing activities for a product group. You will have an excellent ability to manage relationships and expectations, which is key to this role. You'll be working alongside the senior resource manager to continue the expansion of work allocation, in addition to taking ownership with projects across the team.

Key responsibilities for this role include:

- Resource allocation activities for your primary product group; speaking to partners, associates and others, finding resourcing solutions for new and existing matters as they arise
- Be an advocate for the Connected App (or other work allocation technology), ensuring fee earners remain engaged with the App, and respond/act on user feedback as required. In addition to ensuring the App is updated by fee earners
- Following up with fee earners to ensure their capacity is updated regularly
- Keeping a log of resource requests, via Collaborate/High Q
- Negotiate and problem solve resourcing challenges as they arise
- Reviewing and identifying suitable fee earners for cross team projects, with the aim to balancing workloads
- Informing the individuals and their line managers when they have been allocated to a matter
- Preparing the weekly and monthly Power Bi reports/MI packs for your product group and highlighting key themes from that week/month
- Facilitating the formal feedback process to ensure that feedback is obtained from both partners and fee earners at the end of significant matters that have been

allocated and ensuring this is filtered back to the individual's line manager/supervisor

- Taking the lead on specific projects to help further expand the work allocation project
- Work with International Operations teams to collate data with the aim to streamline resourcing

Skills and experience:

- Ideally experience/knowledge of the Litigation & Disputes Management or any other Practice Groups or another law firm
- Relationship building and negotiating skills are essential for this role - you must be confident in dealing with people at all levels within the firm and to put them at the heart of all tasks
- Client and solutions focused in everything you do
- Ability to work in a fast paced environment with changing timelines
- Attention to detail is a key part of this role - along with the ability to prioritise and manage high volumes of work while maintaining quality and accuracy
- Providing excellent service and client/stakeholder delivery
- Ability to manage your own time effectively
- Proactive, willing to challenge and have the confidence to identify and recommend changes and improvements
- Fantastic organisational and administrative skills
- Excellent communication skills, including high quality of written English, preparation of presentation decks and MI
- Ability to think on your feet and look for solutions to challenges
- Good IT skills - in particular an excellent knowledge and ability in the Microsoft Office suite, particularly the use of Excel and PowerPoint
- Experience of working with other technology and/or Apps, work allocation related or otherwise, is advantageous.

Key competencies:

- Commitment to excellence
- Strong attention to detail
- Relationship builder
- Communication skills
- Planning and organisational skills
- Methodical approach
- Resourcefulness.

We're a modern, progressive law firm. We're driven by new ideas; we're excited by new approaches; and we're also refreshingly down-to-earth. We think differently and we've built a culture where individual skills and personalities can shine through. At Eversheds Sutherland, we believe that innovation comes from a culture of genuine equality and diversity and we are happy to discuss any reasonable adjustments individuals may require in the recruitment process, or once in post.