

Litigation & Dispute Management Costs, Funding and Project Management Legal Project Management Administrator Location - Leeds

About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions for every client.

As a full service law practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients across the Company Commercial, Employment, Labour & Pensions, Litigation and Dispute Management, and Real Estate practices.

With over **70 offices** across **30 plus countries** worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

The Team

Supporting the wider litigation team, the partner led Litigation Costs, Funding and Project Management team provides a range of services to the wider litigation team and external clients. The team is headed by a Partner and includes a number of qualified costs lawyers and legal project managers at various levels.

The Role

The Legal Project Management Administrator / Team PA will act as a key member of the practice group team supporting the delivery of the strategy by providing administration and PA support for team activities.

Key Responsibilities

Working alongside the current part-time costs unit PA:

Reporting to the Data Visualisation Analyst, the Legal Project Management Administrator / Team PA will support the delivery of the practice group funding costs and legal project management strategy in line with the firm-wide strategy.

Embeds themselves and collaborates with the practice group and team to understand requirements and deliver an operational support service.

Supports the team with the co-ordination of projects throughout the project lifecycle through excellent lines of communication with all necessary stakeholders.

- Supports the team with any day to day administration.
- Proactively identifies opportunities to add value and support through their day to day work and interactions with stakeholders.
- Builds excellent relationships within the practice group working collaboratively to support the delivery of funding, costs and legal project management solutions that are fit for purpose.
- Acts as first line of support and troubleshoots any queries that come in to the team. If unable to assist then issues will be escalated to the appropriate resource in a timely manner.
- Supports the upskilling of fee earners in legal project management through the co-ordination of training ensuring that they have a self-serve view on the offering available.

- Manages a busy workload day to day with the ability to prioritise work and achieve time sensitive deadlines.
- Assists and helps co-ordinate the introduction and implementation of any legal project management technology solutions ensuring that all relevant stakeholders are communicated with in advance to minimise disruption and maximise usage.
- Ensures that any legal project management system administration, such as adding new users, is completed accurately and efficiently within a timely manner.
- Collaborates with all other practice group LPM teams to share best practice, experiences, opportunities and threats.
- Assists and supports the team with ongoing financial management such as time recording and financial hygiene etc.
- Ensures new matters are opened and allocated and where necessary, new elite matters are opened.
- Ensures matters are billed and closed in a timely manner.
- Support the team with marketing and BD initiatives like providing content for newsletters and keeping marketing collateral up to date.

Skills & Experience

- Good day to day self-management with a focus on delivery whilst role modelling exemplary behaviours in line with the firm's purpose and values.
- Has an interest in project management with the ability to disseminate information in an understandable manner for a variety of audiences.
- Excellent organisational skills with the ability to co-ordinate multiple stakeholders.
- Strong administration skills with the ability to complete tasks accurately, efficiently and within a timely manner.
- Calm demeanour with the ability to prioritise and work under time pressures.
- Confident and credible in dealing with internal and external stakeholders with the ability to build lasting and strong relationships.
- Innovative and solution oriented with a lively, energetic and positive outlook.
- Pragmatic, robust and resourceful, with the ability to adapt quickly to different situations and personalities.
- Good commercial awareness to help maintain a focus on increasing the profitability of funding solutions and legal project management with clients.
- Follows and adheres to compliance with best practice and firmwide policies.
- Excellent IT skills with the ability and comfort to use a variety of IT systems and software.
- Ideally, the successful candidate will have existing legal PA experience preferably within a contentious litigation team.
- The following would be desirable but is not essential:
 - experience of supporting projects where legal project management was deployed successfully or innovatively to deliver matters or improve legal processes
 - experience in legal or professional services
 - professional project management qualifications
 - experience of working in a partnership environment

Diversity and Inclusion

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champions.