

# United Kingdom Jobs Expertini®

## Knowledge Paralegal

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Company: Addleshaw Goddard

Location: United Kingdom

Category: legal

### THE FIRM

At Addleshaw Goddard we not only provide technical excellence and experience but, crucially, demonstrate real insight into our clients and what really matters to them. A natural choice for FTSE100 clients and for the best talent, our people fulfil their potential in an environment where they are developed and valued. We put ourselves in our clients' shoes, as part of a team of effective business people as well as efficient lawyers.

### THE TEAM

RKS are experts in legal knowledge, client and competitive intelligence, and the strategic management of know-how; we enable AG to harness our collective wisdom to improve client outcomes.

Effective collaboration across offices, divisions, business services functions and with our clients makes us the source of trusted insights and expertise which:

- deliver operational efficiencies that make our fee-earners more profitable, and increasingly satisfied with their working environment
- ensure colleagues can demonstrate a deep understanding of our clients' commercial and legal challenges and so win work
- enhance the Firm's profile and reputation for quality amongst our clients and peers

Our solutions contributed to the Firm's award for the Most Digital Law Firm in Europe in the RSG Consulting / Financial Times 2023 Innovative Lawyers Report, and RKS were also shortlisted in the Knowledge Management Innovation category at the Legal Innovation Awards 2022, commended for Knowledge Management Excellence in the CILIP K&IM

Awards 2021, and recognised as the 'Best Knowledge Management Team' in The Lawyer Business Leadership Awards 2015.

We are committed to career development and take pride in our Team's open and supportive culture. We have successfully supported colleagues into promotion to more senior roles within the team, on internal and client secondments, and into new roles within AG's legal and business services teams.

## **THE ROLE**

The Knowledge Paralegal will make a meaningful contribution to the Firm's culture of knowledge sharing and collaboration by providing expert Knowledge Management support to our Knowledge Lawyers and in turn the practice area teams which they support.

## **DUTIES**

The following list of duties is not exhaustive but gives a flavour of the duties the Knowledge Paralegal undertakes:

- Building an understanding of the technical and legal knowledge and skills relevant to the practice areas supported
- Legal research and assisting with legal queries sent to the Knowledge Lawyers
- Supporting the production of current awareness to multiple practice area teams on legal & market developments
- Assisting with the maintenance and development of legal precedents (including the preparation of documents for automation)
- Supporting the organisation and delivery of legal training programmes
- The collection, storage, maintenance and sharing of internal and external legal and market know-how including document redaction, clause bank updates, deal tracker updates, adding content to SharePoint / Intranet / Know How collections
- The testing of various knowledge/legal technology tools, and assisting with implementation and training
- Attend relevant technical training, and identifying and acting on gaps in knowledge
- Be accountable for quality to multiple stakeholders including the Knowledge Lawyers and Research & Knowledge Services leadership.

## **KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED (BESPOKE TO ROLE)**

This role would be ideal for someone pursuing a career in law or knowledge management; relevant qualifications or experience in these areas are an advantage.

As a premium international law firm we encourage applications from candidates with good

language skills relevant to the jurisdictions in which we operate (currently France, Germany, Luxembourg, Middle East & Singapore).

- Good communications and influencing skills (oral and written)
- IT literate good working knowledge of Word, Excel and Outlook; experience of knowledge management tools such as SharePoint or HighQ preferred
- Able to work on own initiative to tight deadlines, co-ordinate competing activities, and manage expectations professionally
- Able to research, analyse and summarise areas of law with appropriate supervision
- Analytical and methodical with attention to detail
- Collaborative, professional and able to quickly build effective working relationships
- Dynamic, and possessing a positive attitude to innovation
- Customer/client service focused.
- Commercially minded

## EXPECTATIONS

This role profile should be read in conjunction with the Expectations for AG Level 2.

AG is an equal opportunity employer and we do not discriminate on the basis of a person's gender, ethnicity, disability, sexual orientation or any other protected characteristic. We are committed to having a diverse team and actively encourage applicants from diverse backgrounds and communities, particularly those from underrepresented demographics.

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### Cross References and Citations:

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