

Professional Development Manager

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Company: Larbey Evans

Location: City Of London

Category: other-general

Leading international law firm is hiring a Professional Development Manager to develop and coordinate the professional training for their legal professionals. Hybrid working pattern of three days in the office, two remote. Excellent employee benefits. Offices in the City with great transport links. The Professional Development Manager will report to the Head of HR in London and work closely with the Professional Development team in the US.

Key Responsibilities of the Professional Development Manager:

- Develop and coordinate the delivery of legal and professional development training for London partners, counsel, associates and trainees to address their respective learning and development needs.
- Oversee the trainee seat rotation and qualification process, providing coaching and support for the trainee cohort.
- Work with HR to coordinate the orientation process for new trainees, associates and counsel.
- Manage the evaluation process for London trainees, associates and counsel, from collation of feedback to delivery of performance messages.
- Coordinate the associate reviews in the firm's Asian and European offices, as well as lawyer training across the firm's European offices.
- Support the formal advising program for associates and provide career counselling and guidance on professional development and practice issues.
- Participate in the Associate Liaison Committee, monitoring trends and best practices in professional development and making recommendations for development and retention of associates.
- Sit on the firm's D&I Committee, monitoring trends and best practices and making recommendations for promoting DEI at all levels.
- Work closely with the US-based Professional Development team on global projects and initiatives.

Key Skills and Experience of the Professional Development

Manager: Minimum of 5 years' experience in the professional development field
Excellent interpersonal skills and the ability to communicate and relate effectively with lawyers at all levels, clients and administrative employees
Superior written communication skills
Ability to develop and implement programs and initiatives

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