



Ogier Briefing Document

Overview

Ogier is one of the world's leading providers of offshore legal and fiduciary services with a presence in the British Virgin Islands, Cayman Islands, Guernsey, Jersey, Hong Kong, Ireland, London, Montevideo and an associated trust company in New Zealand.

We have long established relationships with many of the world's leading international financial institutions, professional advisors and regulatory bodies, are consistently highly rated in independent research studies and regularly lead offshore league tables.

We offer clients the strength in depth to handle the largest, most demanding and complex offshore transactions and we pride ourselves on being able to provide expert, efficient, and cost effective legal and fiduciary services across all time zones.

We also recognise that our business is a people business and we invest substantially in recruiting, training and retaining the best people to ensure that our clients have access to the highest quality offshore legal and fiduciary advice. Many of lawyers joined from leading City of London and US based firms and bring a wealth of international knowledge and experience in their respective areas.

AWARDS 2008

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| 'Securitisation Deal of the Year 2008' | IFLR |
| 'Offshore Law Firm of the Year 2008' | Hedge Fund Journal |

AWARDS 2007

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| 'Top Offshore Law Firm of the Year 2007' | Alpha Awards 2007 |
| 'Offshore Law Firm of the Year 2007' | The Lawyer Awards 2007 |
| 'Jersey Law Firm of the Year 2007' | Who's Who Legal Awards 2007 |
| 'Offshore Law Firm of the Year 2007' | Citywealth Magic Circle Awards 2007 |

AWARDS 2006

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| 'Niche Firm of the Year 2006' | Legal Week Awards |
| 'Offshore Law Firm of the Year 2006' | Chambers Global Awards |
| 'Offshore Legal Team of the Year 2006' | STEP Private Client Awards |
| 'Top Offshore Law Firm of the Year 2006' | Alpha Awards |

Values

At Ogier we have designed a set of values that define what clients expect from us. These are:

- Quality:* We consistently deliver the right individual solution to exceed the standards of performance our clients expect in a timely efficient manner.
- Strength:* We are able to deliver the very best offshore solutions because we can select and utilise the most appropriate jurisdiction from our extensive global network.
- Partnership:* We have an open approach to everything we do. We share intelligence across borders and across functions to achieve our shared goals. We build and nurture strong relationships with our clients, colleagues and suppliers.
- Energy:* We use drive and determination to be the best in all areas of business in which we operate.
- Innovation:* We continuously seek new and creative ways to maintain our leadership and improve business delivery, ensuring a high standard of quality, efficiency and speed.
- Intelligence:* We draw on our expertise to understand client requirements. We learn from them and anticipate future needs.

Job Description

Title: Group KM Knowledge Resources and Services Manager

Group: Knowledge Management

Reports to: Group Head of Knowledge Management

Position purpose

The Group KM team is responsible for the development and management of the knowledge infrastructure within Ogier. Local KM teams provide day to day library and KM support to the Jersey, Guernsey and Cayman offices. In other jurisdictions, where no local KM team is available, support is provided centrally by members of the Group KM team working with local Business Development contacts.

The Group KM Knowledge Resources and Services Manager is responsible for the coordination, development and delivery of information and knowledge resources and services across Ogier. This includes:

- (1) Coordination, review and development of library resources, systems and processes;
- (2) Development of online training materials and research guides for fee earners to promote effective use of available resources and delivery of training in the use of desktop research tools;
- (3) Content management of the KM section of the Group's intranet site;
- (4) Project management and implementation of upgrade to central KM system which serves as the repository for precedents, procedures, guidance notes, know how and other practice documentation.

Responsibilities

1 Knowledge management systems

- 1.1 The Knowledge Resources and Services Manager will work closely with Group and local KM teams, professional support lawyers and KM partners in the various practice groups on the development of Ogier's knowledge resources, systems and services.
- 1.2 The Knowledge Resources and Services Manager will assume responsibility for managing the KM system upgrade, working with the system provider, local KM teams and practice groups to ensure the successful roll out and take up of the KM system across all offices. Among other things, this will include coordinating regular group-wide quality assurance reviews of precedents and other knowledge resources on the KM system.

2 Knowledge content management

- 2.1 The Knowledge Resources and Services Manager will assume responsibility for the development and maintenance of the KM intranet site, ensuring the knowledge resources and information remain accurate and up to date and that all content is accessible across the Group except where restricted access is required.
- 2.2 The Knowledge Resources and Services Manager will liaise with the Group KM team and local and cross jurisdictional practice groups to determine the knowledge content and structure of the KM practice group pages and ensure that the pages are developed and maintained.

3 Library resources

- 3.1 The local KM teams are responsible for day to day library operations and collection maintenance, including ordering, processing and classification of books; serials management and distribution; loose-leaf updating; invoice processing; and maintenance of various reference files and indexes. The Knowledge Resources and Services Manager will work closely with the local KM teams and practice groups:
 - (a) to ensure best practice in library management processes and procedures, providing guidance and direction where necessary;
 - (b) to define and put in place collection development guidelines to support future purchasing decisions, and monitor new major publications of interest to fee earners across the jurisdictions and agree major purchasing decisions with the relevant local KM partners;
 - (c) to coordinate the preparation and submission of the group-wide library budget, working closely with local KM teams and practice group KM partners to ensure fee earners needs are met and anticipated.

4 Online services

- 4.1 The Knowledge Resources and Services Manager is responsible for managing subscription renewals, assisting in the negotiation of new subscriptions and coordinating the preparation and submission of the online services budget as well as organising charge back by jurisdiction of online subscription services, based on monthly usage.
- 4.2 The Knowledge Resources and Services Manager will work closely with the local KM team and KM partners in the various practice groups to determine interest in new online services, and will be responsible for preparing the business case and budget for approval and, if approved, thereafter managing the introduction of the service, including organising training.

5 Training

- 5.1 The Knowledge Resources and Services Manager is responsible for developing training resources and research guides, organising and delivering

training across the Group on the use of KM systems, online services and intranet resources and liaising with local KM staff in other offices on local delivery of training. This includes ensuring all new joiners receive appropriate training in the use of KM systems and online services and intranet resources and that refresher training is provided when needed. In some cases delivery of training will be within the capabilities of the local KM teams, in other cases Group KM will assume responsibility.

- 5.2 The Knowledge Resources and Services Manager will liaise with local KM staff on the organisation and delivery of externally provided training for online services Ogier subscribes to e.g. Westlaw, Lexis/Nexis, PLC.

Skills and experience

The Group KM Knowledge Resources and Services Manager should have an academic or professional legal qualification, together with significant experience of legal knowledge management in the public or private sector. A professional qualification in librarianship or knowledge management is required. Familiarity with digital copyright issues and intranet content management is desirable.

The Group KM Knowledge Resources and Services Manager should ideally have some familiarity with project management processes, tools and techniques.

The Group KM Knowledge Resources and Services Manager should be experienced in the use of standard MS Office software and be familiar with the major online legal subscription services such as Westlaw UK, Lexis/Nexis and PLC. .

The Group KM Knowledge Resources and Services Manager should also:

- Have the ability to work with and influence stakeholders and colleagues including negotiation, persuasion and presentation skills;
- Have excellent written and oral communication skills, and be able to clearly and accurately convey information and ideas, using a style and manner of presentation which meets the needs of the audience;
- Have a good understanding of business processes;
- Have a strong client service ethos and high service delivery standards;
- Have a fundamental understanding of knowledge content and associated issues;
- Have an in-depth appreciation of IT and its utilisation in a professional services environment;
- Be self motivated and able to work with minimal supervision;
- Be effective, pragmatic and action-oriented;
- Be adaptable and flexible in approach;
- Be well organised, methodical and be able to organise their time effectively.