



## 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

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

### AWARDS 2007

'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

'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:** Knowledge Resources Coordinator (Temporary)

**Group:** Knowledge Management

**Reports to:** Group Head of Knowledge Management

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### **Position purpose:**

The Group KM function is responsible for the direction, development and management of the knowledge infrastructure within Ogier. The Group Head of Knowledge Management sets the direction and the Group KM team takes the lead on implementation of KM initiatives and the development of KM standards and processes to improve knowledge and information services across the organisation.

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 team is responsible for vendor management for online resources, including negotiating contracts, delivering training and maintaining usage and budget data for these resources.

An opportunity has arisen for an experienced information professional to assist the Group Head of Knowledge Management in a high profile project to review online resources provision within Ogier. The initial contract is for a three month period, with the possibility of extension for a further three months.

The Knowledge Resources Coordinator will take responsibility for a review of current online resources provision which will include assessing practice needs, identifying products of value, benchmarking existing and comparable services, making recommendations for future provision to the Group Head of KM and key stakeholders and assisting the Group Head of KM in the negotiation of some contracts. The Knowledge Resources Coordinator will also assist with the promotion of key research tools and awareness/training sessions.

The role is a high profile role interacting with fee earners at all levels and good communication and inter-personal skills are vital. A background in a professional services organisation with experience of vendor management is essential.

The successful candidate will need to have practical understanding of how to manage a successful project.

The position is London based but occasional travel to Jersey may be required.

## **Skills and experience**

The Knowledge Resources Coordinator should have previous relevant work experience in the professional services sector and experience of vendor management and should be:

- Self motivated and able to work with minimal supervision;
- Effective, pragmatic and action-oriented;
- Adaptable and flexible in approach;
- Well organised, methodical and be able to organise their time effectively.

The Knowledge Resources Coordinator should 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. They should also:

- Display good inter-personal skills in dealing with fee earners, support staff and colleagues;
- Have a strong client service ethos and high service delivery standards.