



Overview

Ogier is one of the world's leading providers of offshore legal and fiduciary services. The group employs 800 professional and support staff and has a presence in nine jurisdictions around the world, namely Bahrain, the British Virgin Islands, the Cayman Islands, Guernsey, Hong Kong, Ireland, Jersey, London and Tokyo.

Corporate and finance law and associated fiduciary services form the core of our business, principally in the areas of banking, corporate and commercial, investment funds, private client, real estate investment, and structured finance. At the same time Ogier is a full-service firm, with strong practices in the areas of employee benefits, employment law, litigation and property.

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.

Values

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

Quality - We consistently deliver the right individual solution to exceed the standards of performance our clients expect in a timely and 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 our drive and determination to be the best in all the areas of business in which we operate.

Innovation - We continuously seek new and creative ways to maintain our leadership and improve our 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 their future needs.

Jersey

Jersey, the largest of the Channel Islands, is one of the world's major international finance centres. The successful combination of stability and reliability has kept Jersey at the forefront of global finance for almost half a century. Government determination to encourage high quality business to the island, and the support offered by the sophisticated and comprehensive infrastructure of laws and regulations, combine to promote investor confidence.

Jersey's status as a Crown Dependency gives the Island constitutional rights of self-government and judicial independence. This offers both businesses and investors the benefits of an independent international finance centre which is close to the UK and mainland Europe.

Job Description	
Job Title:	Legal Knowledge Management Manager
Jurisdiction:	Jersey, CI
Department:	Knowledge Management
Responsible to:	Jersey KM Partner
Closing Date:	31 July 2010

Purpose of Job

The position holder reports to the Jersey KM partner who is responsible for local knowledge management activities for Jersey Legal.

As Jersey Legal KM Manager you will be responsible for the coordination, development and delivery of knowledge management support to the Jersey legal practice (excluding KM infrastructure, online services and bulletins, which are the responsibility of the Group KM team) and have supervisory responsibilities for local KM staff, in this case, the Jersey Legal KM Assistant who is responsible for the Jersey legal library.

The role is Jersey based.

You will be expected to work closely with the Group KM team and to build and develop positive working relationships with key stakeholders and fee earners in Jersey Legal, Group KM and local KM teams in other jurisdictions.

Key Responsibilities

Local precedents and know how administration will form a substantive part of the role. The Jersey Legal KM Manager will be responsible for the profiling of material for submission to the knowledge database (KnowledgeSearch Legal) and will undertake periodic reviews of database contents to ensure local content is accurate and remains relevant.

Practice support - The Jersey Legal KM Manager will work closely with professional support lawyers and fee earners across the practice areas to coordinate the development of local precedents and practice support materials, monitor legislative, case law and other legal developments and provide regular updates for the KM bulletins. The position holder is expected to attend practice group know how meetings on a regular basis and report to each meeting on recent developments.

Knowledge intranet - The Jersey Legal KM Manager will work closely with the Group KM team and the local practice groups to develop and maintain practice-specific tools and content for the knowledge intranet site.

Training - the position holder will support the Jersey Legal training organisers in the coordination and development of the Jersey Legal Education Programme (seminars and tutorials) and will liaise with the HR Training and Development team who provide the logistical support, the Group Head of KM, and the Group Head of Training and Development.

Local knowledge tools and resources - the position holder will be responsible for the development and management of local knowledge and information assets such as consolidated legislation and legislation trackers.

Consolidated legislation - The Jersey Legal KM Manager will liaise with relevant fee earners in the production of consolidated versions of core legislation as and when required.

Library resources - The Jersey Legal KM Manager will supervise the work of the Jersey Legal KM Assistant to ensure fee earners needs in relation to the provision of library services for the Jersey legal practice are being met.

Liaison with Business Development - the Jersey Legal KM Manager will liaise with Business Development and with relevant fee earners on the review and updating of Jersey client briefings and work closely with partners and senior fee earners to ensure deadlines are met.

Team management - as Jersey Legal KM Manager, you are responsible for the performance and development of direct reports including conducting appraisals and setting objectives in a timely and objective manner in consultation with the Jersey Legal KM partner. The Jersey Legal KM Manager responsible for ensuring that both self and the Jersey Legal KM Assistant effectively manage their time, effort and resources.

Planning - you will be responsible for preparing material as requested by the Jersey Legal KM partner for the annual Legal Business Plan and thereafter ensuring all aspects of the plan for which you are responsible are met.

Project work - you will undertake activities and tasks identified and designated from time to time by the Jersey Legal KM partner (in consultation with the Group Head of KM), in support of the Jersey legal practice.

Typical Activities Include

- (a) Proactively engaging with Jersey partners and fee earners on an ongoing basis to ensure local KM requirements are addressed;
- (b) Working with the professional support lawyers and practice area partners and fee earners to ensure Jersey precedents are reviewed and updated in a timely manner and thereafter regularly reviewed and updated;
- (c) Ensuring that all materials for inclusion in the KM database are partner-approved and subsequently profiling and indexing the materials;
- (d) Supporting the Group KM team in the development and implementation of the knowledge infrastructure, systems and processes;
- (e) Supporting the Jersey Legal training partner in the coordination and development of the Jersey legal training programme;
- (f) Providing training to new joiners and other fee earners in the use of internal and external KM systems and resources (in conjunction with Group KM);
- (g) Attending practice area know how meetings and providing feedback to the meetings on KM matters;
- (h) Ensuring that relevant training materials arising from attendance at internal and external events by Jersey fee earners are submitted to the KM system, where appropriate;

- (i) Answering fee earner enquiries using a mixture of online services or hard copy materials and providing copies of requested cases, legislation or articles where necessary;
- (j) Working with the wider KM team and the legal practice areas on the development of practice-specific knowledge content for the intranet site;
- (k) Supervising the work of the Jersey Legal KM Assistant, delegating routine administrative tasks as necessary, ensuring that all tasks are completed to an appropriate standard and clear, measurable objectives are set and monitored at regular intervals through the interim and annual appraisal process.

Competencies

The Jersey Legal KM Manager should be an experienced lawyer and/or have legal knowledge management experience, demonstrate strong technical ability, good organisational and project management skills and have excellent people skills.

The Jersey Legal KM Manager should be able to demonstrate awareness of KM market trends and developments and be familiar with best practice in legal knowledge and information management.

The Jersey Legal KM Manager should be IT literate in the standard MS Office packages and have experience with knowledge management systems management, processes and procedures. Familiarity with core online legal resources such as Westlaw and PLC is expected, although refresher training will be provided where necessary.

Specific skills and experience needed for the role include:

- (a) The ability to work with and influence stakeholders and colleagues, including excellent negotiation, persuasion and presentation skills;
- (b) Excellent written and oral communication skills and ability to clearly and accurately convey information and ideas;
- (c) A good understanding of business processes and change management;
- (d) A strong client service ethos and high service delivery standards;
- (e) Able to demonstrate drive and enthusiasm and a commitment to excellence in client service;
- (f) Knowledgeable within their specialist area and able to assume further specific knowledge quickly and confidently;
- (g) An in depth appreciation of IT and its utilisation in the Ogier environment.

Personal attributes include:

- (a) Self-motivated and able to work in a demanding, pressured environment;
- (b) Confident in dealings with others;
- (c) Effective, pragmatic and results oriented;
- (d) Adaptable and flexible in approach;
- (e) Well organised, methodical and able to organise their time effectively.