

## **Coordinator, Knowledge Management**

Lenczner Slaght is widely recognized as Canada's leading litigation practice. We are currently seeking a Coordinator, Knowledge Management to join the firm.

Under the leadership of the Research Partner and Director, Knowledge Management, your primary responsibilities will support the creation, implementation and adoption of Knowledge Management processes that enable knowledge capture, real-time collaboration and organizational learning. You will support the firm's research and knowledge management group in developing, organizing and making available the firm's accumulated legal knowledge.

As the Coordinator, Knowledge Management, you will liaise with people in all areas of the firm and therefore you must be confident in dealing with people in all positions and must thrive in the fast-pace of a busy law firm, keep up-to-date with changes in the industry, and take pride in delivering excellent customer service on tight deadlines. The ideal candidate is someone who can proactively meet administrative needs, manage multiple priorities and can willingly ensure smooth and timely flow of work.

### **Responsibilities:**

- Supporting the Knowledge Management (KM) department's function and ensuring the department achieves its strategic vision and the implementation of KM best practices
- Responsible for providing administrative and legal support to the firm's research lawyers and the Director, Knowledge Management
- Support the firm's research lawyers in generating and organizing research output. Specific tasks will include (1) ensuring research output is archived in the firm's document management system and is optimized for future use, including the organization and hyperlinking of relevant authorities and primary materials; and (2) assisting in ongoing research work by extracting, organizing and making accessible primary and secondary authorities for review and analysis by research lawyers
- With assistance from the Director, Knowledge Management, digitally organizing, preparing and optimizing briefs of authorities and other substantive legal materials for internal and court use
- With the assistance and guidance of the firm's library staff, acquiring and locating primary and secondary authorities in support of the firm's research lawyers
- Assists with knowledge dissemination and ensuring knowledge is flowing efficiently throughout the organization
- Assists with the translation of complex KM content into practical and effective knowledge for our lawyers and other staff; this will include the creation of precedents, opinions, practice notes, toolkits and checklists
- Works alongside the Research Partner and Director, Knowledge Management to establish legal project management initiatives to support and share best practices
- Developing plans to ensure legal and business knowledge is being shared through appropriate channels within the firm

- Assist with identifying, developing and drafting high-quality and useful client-facing knowledge products and resources
- Driving projects related to legal precedents and the organization of information on the firm Document Management System
- Supports the team of research lawyers and the firm's Director, Knowledge Management in assigning, monitoring and capturing the output of research work performed by students and associates
- Drafting internal communications to promote the KM department and its initiatives
- Actively participate in program development, agenda creation, preparation and development of internal and client-facing continuing legal education programs and implementation of KM information sessions; help execute webinars, lunch and learns and other learning opportunities that will foster the learning and support required to create a KM culture
- Assist other firm departments identify processes that could be standardized to help improve operational efficiency

#### **Education and Experience:**

- High school diploma and a University degree or College diploma or a minimum of 3 years of relevant working experience
- Post-Secondary education in legal project management, project management, process improvement, research and/or business is desired
- Legal industry experience, specifically litigation, is desired
- Experience working as a legal assistant will be considered an asset

#### **Key Competencies Required:**

- Advanced computer skills with strong Microsoft Office skills
- Technically savvy with ability to learn a variety of software programs
- Strong verbal and written communication skills
- Solid understanding and experience in using data-bases, categorizing, organizing and collecting documents; must be analytical
- Excellent organizational skills and administrative skills with strong attention to detail and timeliness
- Ability to manage multiple priorities while paying attention to detail; must be able to handle time-sensitive tasks and materials and deal with them accordingly
- Confident and dependable with a strong ability to work both independently and in a team oriented atmosphere
- Demonstrate a friendly, cooperative aptitude and maintain a high level of collaboration
- Must be forward thinking and able to take initiative
- Proven ability to develop routines to manage large workloads and organize work efficiently

- Enthusiastic with a proactive approach to the application of Knowledge Management that will benefit both our lawyers and clients
- Must have the aptitude and willingness to support a paperless practice
- Must be flexible and reliable in schedule
- High level of discretion and confidentiality

Qualified candidates are asked to submit their resume and cover letter addressed to Barbara Russell (Director, Human Resources) [HERE](#)

*Lenczner Slaght invites applications from all qualified candidates. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process.*

*Please direct all requests to:*

*Barbara Russell  
Director, Human Resources*