

Director, Legal Recruitment & Development

Lenczner Slaght is widely recognized as Canada's leading litigation firm. Focusing exclusively on litigation and advocacy our lawyers represent a diverse range of clients from commercial disputes and class actions to cross-border matters and professional regulation. We are currently seeking a Director, Legal Recruitment & Development to join the firm.

We are looking for a Director, Legal Recruitment & Development to help us take our student, associate and counsel programs to the next level. Focusing on the recruitment, retention and development of our people, as well as diversity and inclusion initiatives at the Firm, our new Director, Legal Recruitment & Development will help shape the next generation of advocates at Lenczner Slaght.

The Director will work in collaboration with the Specialist, Legal Recruitment & Development and the Partners responsible for the recruitment and development of the firm's students, associates and counsel. Together, the Director and the responsible Partners will report to the Management Committee.

MAIN RESPONSIBILITIES

Leadership and Direction

- ▶ **Leadership** – Oversight of the professional development of the associates and students, including providing support and guidance
- ▶ **General Management** – Manage the student, associate and counsel programs from recruitment to onboarding to evaluations, compensation and ongoing development. Engage with the students, associates and counsel on a regular basis
- ▶ **Diversity and Inclusion** – Develop, execute, monitor and report on the firm's diversity & inclusion program with a view to advancing the firm's commitment to diversity and inclusion
- ▶ **Planning** – Develop annual program and project plans, including budgets and metrics. Monitor, evaluate and report on the progress of plans to the firm's Management Committee.
- ▶ **Market Awareness** – Maintain awareness of the legal marketplace and use that insight to report and adjust plans accordingly.
- ▶ **Education and Development** – Lead the ongoing development of a best-in-class curriculum for students, associates and counsel under the Lenczner Slaght Ignite program. Develop a program of internal and external speakers and education. Maintain the firm's Law Society of Ontario's Accredited Provider of Professionalism Content status.
- ▶ **Collaboration** – Collaborate with all Business Team Directors to ensure effective and efficient execution of all initiatives. This includes, but is not limited to, the Marketing & Business Development team on all communications and materials
- ▶ **Policy Definition** – Define which policies are required then play a lead role in developing or enhancing all required policies

Associates & Counsel

- **Lateral Hiring** – Manage the filling of associate and lateral positions including engaging with recruiters as needed.
- **Performance Review Process** – Collect, review and compile reviews and ensure effective 360 communications
- **Workload Monitoring** – Monitor workload to balance utilization with performance and overall job satisfaction
- **Matter Staffing Input** – Advise partners and business teams (as applicable) on availability and interests and manage resources
- **Issues Management** – Serve as the key contact and take the lead on managing and resolving issues as they arise

Students

- **Recruitment** – Lead and enhance the summer and articling recruitment process, including preparation, application review, on-campus interview participation and in-firm interview coordination. This will include the review of resumes and travel to universities
- **Law School Liaison** – Serve as the firm's primary contact for the law schools, including participating in Career Fairs and management of Firm initiatives at the schools
- **Law Society of Ontario** – Serve as the primary contact for the firm to the Law Society with respect to students, and monitor and respond to changes in the licensing requirements for students being called to the Bar, including addressing any CLE changes. Coordinate the Firm's input on LSO initiatives

QUALIFICATIONS

- Law degree with a minimum of 8 years of combined practice and professional development experience, with litigation experience an asset
- Experience with recruitment, mentoring and general law firm management
- Knowledge of and familiarity with diversity and inclusion best practices
- Previous role as student or associate manager/director an asset

KEY SKILLS AND CHARACTERISTICS

- **Interpersonal Skills** – ability to develop relationships of trust with students, associates and counsel
- **Collaborative & Influential** – actively engages with colleagues, including responsible Partners and Specialist, Legal Recruitment & Development, and establishes a collaborative culture
- **Leadership** – visionary with the ability to lead team members to deliver on the Firm's Strategic Plan and align to Firm values
- **Inclusive** – functions well across diverse groups and creates an inclusive culture
- **Strategic Orientation** – sets multi-year priorities and plays a key role in developing strategies for the area
- **Project Management** – strong project management skills with the ability to create, execute, monitor and report back on plans and budgets

- **Analytical** – has sound analytical skills and judgment
- **Vision** – has a sophisticated understanding of the market and how the Firm fits within it.
Makes the case for change, mobilizes others to change and establishes culture of change

Qualified Candidates are asked to submit their cover letter and resume 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*