

---

# Legal Project Management (LPM) Lawyer

---

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

We are currently seeking a **Legal Project Management (LPM) Lawyer** to join the firm.

## ROLE DESCRIPTION

The LPM Lawyer will join the firm's Pricing team. The LPM Team is co-led by the Senior Manager, Pricing and Director, Legal Support Services. While day-to-day reporting will be to the Senior Manager, Pricing, the LPM Lawyer will also collaborate with the Process Improvement & Project Management ("PI & PM") team and the Legal Recruitment and Development team.

Primary responsibilities will involve working alongside our legal teams to proactively provide LPM services while contributing ideas to the broader Pricing, PI & PM functions to continuously improve efficiency and the client service experience.

This is an excellent opportunity to become a part of a highly energized team and firm that offers an unbeatable culture focused on excellence in everything we do, teamwork, inclusion, innovation, positivity, and fun!

Specific responsibilities are described below:

## PRIMARY RESPONSIBILITIES

- Manage multiple legal matters.
  - Build and maintain relationships with all stakeholders,
  - Set and manage the budget or AFA in collaboration with the Pricing team,
  - Create and drive the use of work plans,
  - Develop and monitor staffing models that fits the needs of clients and matters,
  - Craft and drive communications within the team and with the client including meetings, status reports, and follow-up reports,
  - Plan deliverables and task management,
  - Identify needs and collaborate with various stakeholders to ensure implementation, and
  - Initiate and facilitate after-action reviews.
- Educate our legal teams on the LPM tools and methodology available at the firm.
- Work closely with our legal teams to formulate matter work plans and monitor project progress to budget.
- Co-develop and provide project management training and coaching services and materials to lawyers, students, and clerks, as needed in support of their files.

- Work with our Business Development and Pricing teams in responding to RFPs, client pitches and presentations with budgeting/AFA components.
- Share ideas and collaborate with the PI & PM team in an effort to build on the functions of both the PI & PM and the LPM teams.

*Other duties as and when required.*

#### DESIRED SKILLS AND EXPERIENCE

- JD or LL.B. required, 5+ years' experience practicing either at a large Bay Street Firm or professional services firm, or in-house at major corporation.
- Experience as a litigator is an asset.
- Budgeting experience is an asset.
- Experience working as a LPM Lawyer, or previous project management experience as demonstrated through large file management.
- Influential, a strong written and oral communicator and able to effectively share ideas or instructions clearly with all team members and personalities.
- Strong leadership skills to be an advocate, drive business results, and collaborate with multiple stakeholders.
- Demonstrated ability to work in a cross functional team environment.
- Highly proficient in MS Word, Excel, PowerPoint.

#### DESIRED CHARACTERISTICS AND TRAITS

- Highly organized.
- Positive attitude.
- Ability to handle multiple projects simultaneously, with tight deadlines.
- Detail oriented.
- Adaptable and flexible.
- Proactive and driven to learn and grow in the role.
- Ability to develop and maintain excellent working relationships and be an effective listener and influencer.
- Takes initiative in seeking out opportunities to improve practice efficiency and support projects.

#### OTHER INFORMATION

- **Reporting Details:** Senior Manager, Pricing
- **Additional Notes:** Overtime is to be expected from time to time

#### WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity, and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. We have developed several award-winning and forward-thinking initiatives, including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a

program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on [www.litigate.com](http://www.litigate.com).

**Qualified candidates are asked to submit their cover letter and resume [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 and questions to [Human Resources](#).*