

Legal Project Manager

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 and business professionals. Learn more at litigate.com.

Lenczner Slaght is currently seeking a **Legal Project Manager**.

ROLE DESCRIPTION

The Legal Project Manager (“LPM”) will join the firm’s Legal Project Management team (“LPM Team”), under the leadership of the Director, Legal Talent. The LPM Team is seeking a client-facing resource to play a crucial role in expanding the implementation of legal project management methodologies to meet the fast-growing needs of the firm. The duties and function of the LPM will be guided by the LPM Team to manage fast-paced, complex, and interesting projects primarily with legal teams. The LPM position will be highly visible, and the successful candidate will also be a critical player in the LPM Team’s future state mandate which includes instituting greater cross-functional collaboration across the firm to improve efficiency in matter management, developing and testing innovative practice management strategy, and elevating 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!

ROLES & RESPONSIBILITIES

BILLABLE CLIENT WORK

- Manage multiple complex legal matters on billable legal files:
 - Apply technical expertise in robust scoping and planning of legal matters for senior lawyers and clients.
 - Drive the implementation of project management best practices and principles on client projects.
 - Customize workplans and tools to capture priority workflows and deliverables to meet critical deadlines.
 - Understand the litigation process to engage in proactive discussions around structuring workflows.
 - Define clear roles with respect to workflow management and tasks to hold owners accountable.
 - Set service delivery standards to instruct and manage team effectively to prioritize client experience.
 - Develop and monitor resourcing, communication, and control models to fit specific needs of client files.
 - Continuously build and strengthen relationships to act as a trusted advisor to stakeholders.
 - Create processes for communications, information sharing, and reporting within team and to client.
 - Facilitate internal and external client meetings, as well as prepare materials and meeting notes.
 - Utilize problem-solving and critical thinking to recommend, implement, and manage necessary change.
 - Identify risks and issues to delivery and raise them with urgency to stakeholders.
 - Prepare and deliver status and file health reports to clients to provide updates on file progress.

NON-BILLABLE CLIENT AND INTERNAL WORK

- Manage internal projects, assist with LPM program management, and completion of non-billable duties:
 - Support LPM Team with introducing and scaling LPM methodology across the firm.
 - Take or seek instruction proactively from LPM Team to own or delegate critical tasks.

- Initiate and facilitate after-action reviews to record lessons learned for improvement of LPM practices.
- Educate and train the firm's legal and business teams on proper use of LPM tools and methodology.
- Co-develop materials and provide LPM training as needed to grow LPM presence.
- Share ideas and collaborate with teams across the firm to encourage mutual success, including contributing to presentations and materials which demonstrate significant value add of LPM.
- Engage in other duties as and when required or instructed.

BUDGETING, FEE ESTIMATION, AND FINANCIAL MONITORING

- Scope and create budgets or Alternative Fee Arrangements in collaboration with senior lawyers.
- Collaborate with the Finance team to ensure matter scope, phases, tasks, and fees are viable to the firm.
- Monitor and track legal spend for clients and firm leadership to maximize revenue and minimize write-offs.

EDUCATION & EXPERIENCE

- Any one or a combination of the following qualifications is required: JD, LL.B., LL.M, or PMP.
- LPM or other project management-related certifications are an asset.
- 4+ years' experience practicing as a lawyer or LPM at a large- or medium-sized law firm, professional services firm, or in-house at a major corporation (litigation experience is a major asset), or 5+ years' experience as a project manager at a law firm, professional services firm, or major corporation preferably with experience in a legal environment or exposure to litigation files.
- A combination of a business degree and strong work experience in a legal, financial, or professional services firm environment with demonstrated project management experience on large or complex files (particularly litigation matters) will be considered.

KEY SKILLS & CHARACTERISTICS

- Proven ability to structure projects of varying size, scale, impact, and risk profile.
- Influential written and oral communicator, able to effectively share ideas or instructions clearly with different stakeholders.
- Experience with developing and implementing training programs and plans.
- Confidence in facilitating meetings and presenting to an audience both in person and virtually.
- Strong leadership skills to be an advocate for yourself and others, driving work that sees results.
- History of exceptional client service in management of revenue-generating projects.
- Budgeting and fee estimate experience is an asset.
- Demonstrated ability to work in a cross-functional matrix environment.
- Highly proficient in MS Word, Excel, PowerPoint, and project management tools and methodologies.
- Highly organized with ability to handle multiple projects simultaneously, with tight deadlines.
- Detail-oriented.
- Proactive and self-driven, can work independently and collaboratively with minimal instruction.
- Adaptable and flexible.
- Takes initiative in seeking out opportunities.
- Learns and embodies the values of the firm and its objectives.
- High emotional intelligence.
- Innovation and growth mindset.
- Exercises discretion with exposure to material and information of a highly confidential and sensitive nature.

OTHER INFORMATION

- **Reporting Details:** Director, Legal Talent.
- **Hours of Work:** 9am to 5pm, with overtime to be expected from time to time.
- **Work Arrangement:** This role is hybrid (minimum two days a week in the office) in accordance with the firm's current policy, which may be amended at any time.

WHAT DIFFERENTIATES US?

We're expert litigators. Our experience is why people turn to us in the most difficult situations. We have done tens of thousands of cases, thousands of hearings, and hundreds of trials and arbitrations for our clients. Litigation is our passion and focus.

We're bold innovators. As deep thinkers and problem solvers, every person at our firm can envision, plan and execute big ideas. If it hasn't been done before, we aren't afraid to be the first. See our award-winning programs: ReferToHer™, Commercialist.com, and Data-Driven Decisions.

We're team players. We are a firm with deep values, centered around our commitment to excellence and winning. We promote supportive, collaborative working relationships. We know the power of our people and we intend to harness that for the benefit of our firm, our clients, and our industry.

We're future focused. To remain number one, we recruit and develop top talent – this includes lawyers and non-lawyer alike. We attract the best clients and work on the best cases. We live our values. We professionalize our business. And we implement big, bold ideas. In short, we're prepared for the future and committed to success.

We're diverse thinkers. We are committed to equity, diversity and inclusion because our varied perspectives, backgrounds, identities, and cultures are our greatest assets – it enhances our collaboration, problem-solving, and litigation strategy. That's what gives us an edge with our clients.

We're award winners. We're driven to be number one for our clients and for ourselves. We have been recognized by Lexpert as the #1 firm in Toronto for Litigation for 22 consecutive years and are ranked top-tier by world-renown directory, Chambers Canada. We strive for excellence in everything we do.

HOW TO APPLY

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. 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](#).