

## Job Description

Job title: Professional Support Lawyer  
Department: Knowledge Management  
Jurisdiction: Luxembourg

### Purpose of the role

- To work with a dynamic pan-jurisdiction Professional Support Lawyers & Knowledge Management team to drive knowledge sharing and transfer across the organisation through maximising the utilisation of existing systems and available resources
- To produce and manage precedents and knowhow for the firm's core service lines
- To lead on relevant mandatory professional development activity and ensure that fee earners' knowledge of the firm's KM systems and processes is up-to-date
- To support the drive for KM to improve client service and to give the firm a competitive advantage, working in conjunction with marketing and BD to ensure our KM supports and enhances our client service and interaction

### Key Responsibilities

- Provide academic and technical legal input for the preparation of memoranda, articles, legal commentaries, client briefings, newsflashes and other marketing materials
- Provide first class advice on market development affecting the firm
- Draft, update and manage transaction precedents, templates, memoranda and practice notes
- Support and advise lawyers with their legal research
- Monitor legal developments, in particular laws and regulations, significant case law & doctrine and report to the lawyers team
- Identify, review and prepare documents for automated document assembly
- Organize and participate to all internal technical meetings and internal training sessions
- Manage, develop and update the maintained Know How database for the applicable service lines, with an associated precedent bank, drafting notes, policies and guidance
- Design and implementation of (i) legal training to all levels of fee earners on KM documents and practices and (ii) seminar initiatives
- Actively contribute to a culture of valuing and leveraging the firm's knowledge
- Develop strong relations with the Partners and fee-earners and assess and capture KM content from client transactions
- Manage the hard copy library for the office, in line with budget requirements, to maximise its usage and relevance to fee-earners
- Lead improvements to the Luxembourg CEPD/INFPC process through creation, maintenance and continual shaping of a targeted series of training sessions, relevant and timely to local fee-earners

### Competencies

- At least 5 years' experience as a practicing or in-house lawyer
- Law degree
- Existing PSLs or candidates who are currently fee-earning will also be considered
- Proven strong IT skills in MS Office packages
- Enthusiasm for developing knowledge systems, improving access and understanding amongst the

## Job description (cont.)

staff

- Proven ability to form and maintain highly effective working relationships with all the team members and level of seniority
- Strong team player, dynamic, autonomous and resilient, able to facilitate, organize and support the development of knowledge management while also motivating the other team members
- Demonstrated excellent written/drafting and oral communication skills in French and English and the ability to clearly and accurately convey information
- Outstanding organisational skills and proactivity

### Contact

To apply for this role please send your CV to [recruitment@ogier.com](mailto:recruitment@ogier.com)

Regulatory information can be found at [ogier.com](http://ogier.com)