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**Position Title: Resourcing Consultant – Legal**

**Manager: Head of National P&D Services and Resourcing**

**Shared Services Team: People & Development**

**Centre: Melbourne**

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Date Created / Last Edited: January 2019

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Working. Respect. Together

King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

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Position Summary

This role is responsible for strategic legal recruitment operations for lateral vacancies. This role works closely with the People & Development Advisors, Coordinators and Centre Managers to source for cultural and team fit and leverage the search activity of the National Resourcing Coordinator and their own networks to maximise effectiveness of direct recruitment and to move our recruitment approaches in more creative directions while still staying true to the KWM brand and our overarching strategic objectives.

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Your key responsibilities

* Devise and lead cost effective campaign activity coupled with using ongoing market intelligence and sourcing strategies generally to fill our legal vacancies as and when they become vacant or for growth reasons, with the best candidates for KWM who really want to be part of our firm;
* Where required, organise and lead recruitment drives for lateral legal roles;
* Attract and review candidates in NZ, Adelaide and other less tapped markets and potential candidates returning from UK, USA, UAE, South Africa etc. to establish broad market maps;
* Design and implement strategies to approach potential KWM candidates locally and internationally in a respectful and brand-appropriate manner;
* Maintain a database of prospective and current legal professionals;
* Work closely with the National Resourcing Coordinator to conduct targeted searches;
* Actively identify opportunities to minimise agency recruitment spend;
* Leverage off networks and LinkedIn or other sourcing channels to attract top quality lateral legal candidates;
* Liaise with P&D Advisors, Supervising Partners and People Partners regarding legal recruitment - take recruitment briefs, decide on recruitment strategy, formulate salary recommendations, draft advertisements, review CVs and process applications, organise and attend interviews where appropriate, provide feedback, conduct reference checks and prepare offer letters noting the relevant P&D Advisor or P&D Coordinator for the recruiting team may also be involved in organising administration and selection including reference checking;
* Coordinate marketing-related activity and branding with the Marketing team;
* National responsibility for ongoing maintenance and content of careers website;
* National point of contact for marketing-related activity in relation to recruitment, including advertising, communications and dealings with the firm’s PR team;
* Identify opportunities to streamline procedures where possible;
* Partner and liaise with preferred recruitment agencies to promote KWM roles and attract talent; maintain positive relationships with agencies and ensure service levels are appropriate;
* Maintain quality legal recruitment interview guides and regularly reviewing selection criteria to better align with firm strategy;
* Maintain market knowledge on competitor activity, salary data and general trends within legal recruitment;
* Maintain strong knowledge of business drivers of the firm and how these relate to and impact recruitment;
* Meet regularly with Recruitment Partner to keep abreast of commercial issues within the firm and advising on recruitment issues and how to address challenges the firm may face;
* Statistical reporting as required by the Head of National P&D Services and Resourcing;
* Participate in People & Development projects as required.

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Your Key Relationships

* Resourcing team
* P&D Centre Managers/ Advisors
* Recruitment Partners
* Marketing
* Recruitment agencies

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Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

**People:** Respectful and supportive interactions that lead to firm high performance | Building effective teams by empowering and coaching people | Leading through collaboration and accountability

**Clients:** Consistently delivering superior client service | Becoming a trusted advisor through deep understanding of the client | Building strong and enduring client relationships | Adapting flexibly to a changing environment to meet client needs

**Firm:** Application of technical knowledge to advance the client’s commercial objectives |Development of legal and industry/sector expertise | Building your professional reputation | Achieving financial and cost targets | Commitment to continuous improvement through innovation | Applying business acumen in pursuit of opportunities for the firm and clients | Effective workload and project management

**Financial:** Applying business acumen in delivery of service to clients | Achieving business, project and budget goals | Commitment to continuous improvement through innovation

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Skills and Attributes

**Essential**

* Experience in legal recruitment ideally for legally qualified staff gained within an in house sourcing role or you may be transitioning to in house from agency
* Understanding of the nuances of law firms and in particular, the different areas of legal practice and a desire to keep learning about KWM and our strategic objectives and growth areas
* General HR experience
* Strong communication skills, oral and written
* High expertise using LinkedIn and other sourcing channels
* Creative thinking coupled with ability to operationalise sourcing solutions that work for KWM
* Demonstrated ability in being a strong brand advocate

**Desirable**

* International sourcing experience

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Our Vision & Values

Our global vision …..

‘To create a unified top tier global law firm headquartered in Asia’.

Across our global firm we have values that guide us and that we aspire to live up to …..

Client centric

Dynamic and entrepreneurial

One team. One firm

Excellence and innovation

Stewardship

Global perspective

…..these are the same whichever part of the firm you work in, in all countries.

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*As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent’s role as at the date of this statement. In addition to this document, the specifics of the incumbent’s role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM’s performance evaluation, development and progression processes.*