

Position Title:	Legal Project Management (LPM) Team Assistant
Supervising Partner / Manager / Supervisor:	Head of Legal Project Management
Practice Group / Shared Services Team:	Legal Project Management
Responsible for:	-
Centre	Melbourne (or other AU centre)
Date Created / Last Edited:	December 2019

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.

Position Summary

King & Wood Mallesons has adopted a legal project management (LPM) approach across client matters firm wide called Managing Matters Effectively (MME). The MME approach requires a flexible and dynamic approach across different practice areas and clients, and the application of the MME Essentials across all matters.

A key focus of this role is to provide coordination and administrative support the Legal Project Management team with initiatives, in particular, the upcoming deployment of new matter planning software, roll out Managing Matters Effectively (MME) training and tools and other associated projects to maximise effectiveness and streamline the administration and coordination associated within the team.

Your Key Responsibilities

Administration

- Email and diary management including scheduling across multiple time zones
- Booking and coordinating domestic and internal travel arrangements
- Preparing correspondence, reports and presentations, including agendas and taking minutes in meetings
- Organising meetings, teleconferences, video conferences, course bookings, room and equipment bookings, catering and event functions
- Liaising with staff, clients and third parties
- Develop and establish appropriate administrative procedures and controls to enhance the accuracy, timeliness and presentation of the LPM team's work.

Budgets and Financials

- Preparing and maintaining of financial budget reporting
- Conducting monthly expense reconciliation
- Ensuring orderly payments to third party suppliers and raising cheque requisitions

Project Coordination

- Assist with Cosine tool design and roll out, including implementation, planning, training scheduling and drafting associated communications
- Prepare and coordinate project materials and documents such as timelines, agendas, meeting minutes, communications and other documentation
- Assist in implementing the MME training schedule, including for external clients and Graduate Training
- Undertake internet research as required
- Sources internal and external documents for research purposes and identifies the methods and techniques required to undertake related projects.
- Managing project related databases
- Organising meetings, teleconferences and video conferences
- Providing support with logistics and coordination of projects
- Posting content to project related communication channels
- Maintaining, uploading and updating documents to our intranet pages

Your Key Relationships

- Head of Legal Project Management
- Legal Project Management team, in particular the LPM Adviser
- MME champions across all offices
- XDM Project Managers
- Finance team
- Partners and their intact teams
- Practice Assistants

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
- Effective practice and project management
- 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

Skills and Attributes

Experience

- Proven experience in a Practice Assistant/Team Assistant/Coordinator role
- Administration or coordination experience within a fast-paced project environment

Skills and abilities

This role is highly challenging and will demand the skills of someone who has:

- Strong understanding of business processes and systems, with an ability to quickly learn and adopt new systems and software
- Strong administration and project coordination skills, with an ability to drive initiatives and take ownership of projects
- Proficiency in MS Office suite: Outlook, Word, Excel, PowerPoint
- A high level of professional integrity, exacting standards and attention to detail
- Excellent organisational and communication skills (including verbal and written), using appropriate style for their audience
- Demonstrated willingness to be flexible and adaptable to changing priorities
- Proven ability to work effectively both independently and in a team-based environment
- A strong ability to develop and foster relationships with colleagues, clients and other parties
- A team player who is able to work autonomously and manage time effectively
- A proactive and can-do approach with strong multi-tasking skills and an ability to prioritise

Our Vision and 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.

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.