

Position Description

KING & WOOD
MALLESONS
金杜律师事务所

Position Title:	Corporate Affairs Manager
Supervising Partner / Manager / Supervisor:	Head of Corporate Affairs
Practice Group / Shared Services Team:	Business Development & Marketing
Date Created / Last Edited:	May 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

As a core member of the Communications Team, the Corporate Affairs Manager will play an integral role supporting on the strategic direction and leading on the tactical execution of the firm's internal and external communications strategy.

Your Key Responsibilities

- Support the Head of Corporate Affairs execute on an external communications strategy which will include: proactively managing a story calendar; drafting of media releases; drafting of content for thought leadership campaigns.
 - Engage with business and legal media on a day to day basis.
 - Support execute on the firm's award schedule including drafting of award submissions.
 - Support the Head of Corporate Affairs execute on an internal communications strategy including: collaboratively inputting on an internal story calendar, drafting of content to support strategic projects and operational communications initiatives.
 - Support the Head of Communications – Global, execute on key internal and external tactical communications activities.
 - Engage with key stakeholders across the business to help drive and communicate key focus areas back into the firm and/or to an external audience.
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Your Key Relationships

- Global Business Development & Marketing.
 - AU Business Development & Marketing.
 - All Partners and Management.
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Skills and Attributes

- Excellent writing skills with proven experience writing for business publications
 - Demonstrated ability to execute communication campaigns
 - Relationships with business journalists essential
 - Ability to build relationships and influence key stakeholders
 - Project management and time management skills
 - Capacity to multi-task and a flexible, proactive attitude.
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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
- 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

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 working, 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.