

Position Description

KING & WOOD
MALLESONS
金杜律师事务所

Position Title:	Business Development Adviser – Dispute Resolution
Supervising Partner / Manager / Supervisor:	Head of Practices & Centres
Practice Group / Shared Services Team:	Business Development & Marketing
Centre	Sydney

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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.

Position Summary

Contribute to the firm's Business Development strategy to execute against profitable growth opportunities across Australia and internationally by applying market insight, business development, relationship building and brand enhancing skills.

The Business Development Adviser role will provide support for:

- one of the firm's practice groups – Dispute Resolution
- the Intellectual Property sub-group
- at least one of the firm's strategic or growth client relationships.

As a member of the national Business Development & Marketing team, this role is focused on implementing the firm's client and sector strategy.

The core and immediate focus of this role is to support the business development (BD) strategies and marketing activities of the Dispute Resolution Practice Group.

This role will support the BD team in the development and preparation of marketing materials, tender/bid submissions (as well as efficiently maintaining content, tools and templates), conducting research on industry and competitor trends, contributing to planning and strategy development as well as client engagement.

Reporting to a Senior Client Relationship Manager and working closely with the national BD team, this exceptional opportunity represents a chance to develop and enhance your career in a broad business development and marketing role with recognised leaders in their field- where you'll be both challenged by and exposed to a number of development opportunities.

Your Key Responsibilities

- Preparing high quality documents and materials, including client driven collateral, tenders and proposals, capability statements, directories and awards submissions, as well as supporting key events and conferences
- Supporting Strategic Account Leadership teams with account management and relationship development activities including account planning, opportunity identification, relationship mapping, reporting, maintaining client data and research.
- Working with BD colleagues to develop and execute the client and business development strategies and priorities for the Dispute Resolution practice group, Intellectual Property team and relevant strategic or growth clients. Supporting the BD team to implement plans and initiatives across sectors and geographic markets
- Identifying feedback opportunities for the practice group and executing a plan to ensure key client and matter coverage
- Supporting client service teams with account management and relationship development activities eg account plans, relationship mapping, identifying client issues and drivers, maintaining CRM and other client data, client reporting and client / market research.
- Collaborating with sector groups and centres on go-to-market strategy, including Thought Leadership Campaigns
- Supporting the senior team members and Managing Partners to actively manage and monitor practice team and international BD budgets
- Working with the BD team to coordinate successful client engagement, sponsorships, industry partnerships and conferences

Your Key Relationships

- Dispute Resolution Business Development team (National)
- Business Development Advisers and Executives (National)
- Head of Practices & Centres
- Head of Business Development, Australia
- National Business Development & Marketing team
- Practice Group (DR) Partners, Legal Staff and Practice Assistants
- Sector leads and CRPs (Partners and BD)
- Other Shared Services teams

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

Knowledge

- Tertiary qualifications in Marketing, Business, law or Commerce (preferred)
- Minimum of 3 years' relevant experience with demonstrated track record of success in business development roles within a corporate, professional services or related organisation
- Expertise, experience and track record in practice development and key account management
- Strong oral and written communication skills, strong presentation skills
- Ability to juggle numerous projects in a fast-paced environment working to tight timetables; composed under pressure
- Pro-activity and the ability to exercise judgment regarding how/when to push key agenda items forward and how to build interest or buy-in

Skills and Attributes

- Interest in BD & Marketing and contributing to enhancing the client experience
- Ability to work well with others and as part of a large, multi-layered team, to work collaboratively and be a 'team player'
- Ability and willingness to communicate with management, partners and clients at all levels (i.e. considering the optimal approach to relevant stakeholders and how to elicit the desired response)
- Ability to win the confidence of clients (internal and external)
- Attention to detail
- Ability to support the production of high quality written communications
- Ability to prioritise and manage competing demands, and deliver against deadlines
- Ability to undertake research tasks and apply analytical skills
- Ability to analyse, problem solve and apply appropriate use of judgment
- Advanced software skills notably Office 2010 Word, Excel, PowerPoint
- Sound understanding of client management databases and software (desirable)

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.