



ROLE PROFILE

Role Title:	Professional Support Lawyer ("PSL") - Shipping
Reporting to:	7+ years PQE (post-qualification experience)
Direct reports:	Shipping, Offshore & Logistics Group
Job Location:	London
Reports to:	Shipping KM Partner/Director of Knowledge Management
Contract Type:	Permanent, full-time or minimum 4 days (9.30am to 5.30pm)
Salary:	£ Excellent

The Firm

HFW is a sector focused global law firm. We have over 500 lawyers working across the America's, Europe, the Middle East, Asia and Australia. We take a progressive approach to our roles in commercial business – thinking creatively and pragmatically to support our clients.

Whether we are solving complex issues within the construction, aviation or shipping industries, or providing advice across insurance, commodities and energy we are specialist lawyers here to add value to our clients. We think about the commercial solution first, and then underpin our advice with a solid foundation of legal expertise.

The Department

Our Shipping, Offshore & Logistics Group (the Group) globally consists of 59 partners and 120 other fee earners undertaking both wet and dry shipping matters. The group advises the major players in the global shipping industry and we are instructed by leading ship owners, charterers, freight forwarders, P&I Clubs, banks, shipyards, marine insurance underwriters and brokers. We have a renowned global dry shipping and transport practice handling maritime litigation and arbitration including shipbuilding, charterparty and bill of lading disputes along with personal injury. The multi-modal team form an important part of the Group, advising on transportation on road, rail and sea of containerised and non-containerised cargoes. They regularly consider the regulations surrounding the importation of goods and the tax implications for importers. The group's industry-leading Admiralty & Crisis Management team is regularly retained on high-profile casualties, handling collisions, salvage, wreck removal, pollution and piracy. The group also has a leading ship financing team advising on both ship and offshore finance transactions for new buildings and demolition, instructed by ship owners, operators, banks and investors.

The group is currently supported by a Shipping Disputes PSL who works part-time (19 hours per week).

The Role

We are looking for either an experienced PSL or for a current shipping disputes lawyer who is keen to move into a support role, to work with the existing PSL and provide an increased knowledge management (KM) function for the Group. The role would also involve working closely with the wider KM team in particular to provide shared responsibility for litigation and arbitration KM.



The successful candidate will be an experienced and pragmatic individual, who has the vision and drive to make a difference. Due to the nature of our client base and location of our offices, work done in London will also be of benefit and therefore made available to other fee earners in our international offices.

Aims and objectives for KM

The aim of the KM team at HFW is to ensure that, in line with the firm's business strategy, the firm is able to offer technical excellence with efficient delivery, so as to provide clients with valued quality legal advice globally. The Shipping PSL will work with the existing KM team to develop and promote the KM function within the Group and the wider firm to create an environment where knowledge can be easily shared.

Key Responsibilities

The role will be varied and include:

1. **Current awareness** – responsibility for preparing regular internal bulletins and proactively alerting fee-earners to key changes in the law and practice affecting their work. Attending work group meetings and providing updates on current topics/significant changes in the law of relevance to the group.
2. **Know how** – taking responsibility for the collection, dissemination and management of the Group's knowhow and ensuring that it is readily accessible to global fee earners on the firm's knowledge database on the intranet (see below).
3. **Maintenance of knowledge database** - analysis of material, profiling/indexing documents for inclusion in databases, reviewing material for currency and promoting the tools to end-users.
4. **Standard Documents/Templates** - drafting, developing and maintaining necessary standard documents, templates, checklists, practice notes and toolkits. Reviewing drafts prepared by others. Ensuring that the group has easy access to the necessary templates etc for use in client work.
5. **Intranet management** – performing a key role in the management of our online knowhow offering: updating, expanding and maintaining the group's information and knowhow material available on the firm's intranet site;
6. **Technical legal queries** - dealing with technical legal queries from fee earners within the group and the firm. Acting as a sounding board for complex legal, tactical and strategic queries. Advising fee earners on the appropriate use of knowhow resources.
7. **Supporting business development and marketing** – working closely with the lawyers in the group and the marketing department: horizon scanning and identifying topics which can be used to showcase the group's expertise. Preparing articles and content for published client briefings, bulletins, newsletters and information on the website;
8. **Client facing knowhow** - supporting the firm's client relationships by preparing and delivering knowhow and training to clients. Designing client training programmes, preparing materials for



and speaking at internal and external seminars/conferences and assisting with other knowhow based client services;

9. **Training and development** – working closely with the L&D department and wider KM team, designing, organising and (where appropriate) delivering the group's internal technical training programmes for lawyers across all levels;
10. **KM tools and resources** - reviewing new tools and resources, working with the Library and IT to ensure that the fee earners have access to the best tools/resources for their practice.
11. **Projects** – managing and leading projects within the group, for example to promote more efficient and effective working practices or help to attract more work of a specific type, including innovative use of technology software and solutions. Assisting the Director of KM and wider KM team on longer term KM projects to develop the firm's KM function.
12. **Knowledge Management team** – working with the Director of KM and wider KM team to contribute to delivery of the firm's knowledge management strategy and encourage the use of best practice in the group and the firm globally. Sharing ideas about knowledge management within the firm and identifying ways in which developments/innovations can best be communicated internally and externally;

Key Skills & Experience Required

1. Track record of high quality fee earning experience in shipping litigation/arbitration (at least 7 yr PQE), gained in-house or within a city or large regional firm environment;
2. Previous experience working as a PSL, or the ability to demonstrate an active involvement in KM initiatives whilst a fee earner;
3. Strong academics (min of a 2.1 at degree level);
4. Excellent drafting skills;
5. Good presentation skills;
6. Keen interest in business development, marketing, professional training and development;
7. Project management skills, and ability to motivate and influence others to achieve goals;
8. Self-motivated and excellent interpersonal skills, with the ability to communicate confidently at all levels;
9. Good working knowledge of the main IT packages; familiarity with intranets and internet, and a process driven approach to matter management;
10. A good sense of humour and strong commitment to promoting the benefits of knowledge sharing are essential.



Additional Information

On occasion, some international travel to our other offices may be required.

August 2017

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Holman Fenwick Willan LLP aims to ensure equality of opportunity and we are actively working towards improving the diversity of our staff. All applications will only be considered on merit and the applicant's suitability to meet the requirements of the role.

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Paris Perth Piraeus Riyadh São Paulo Shanghai Singapore Sydney**