

## **POSITION DESCRIPTION**

### **Process Manager – Full-time**

#### **BOWDEN McCORMACK Lawyers + Advisers**

<b>Position Title</b>	Process Manager
<b>Location</b>	101 Mitchell Street, Darwin
<b>Salary</b>	To be negotiated
<b>Responsible to</b>	Legal Practice Manager

#### **Submitting your application**

Your application must be received no later than 9am on the advertised closing date. Late applications will not be accepted unless you have an agreement with the Legal Practice Manager to submit your application after the closing date. Applications must include:-

- a copy of your Resume or CV; and
- a document addressing the Position Specific, Desirable and Generic Selection Criteria.

#### **Submission contacts**

<b>E-mail Address</b>	<a href="mailto:bmlaw@bowden-mccormack.com.au">bmlaw@bowden-mccormack.com.au</a>
<b>Postal Address</b>	GPO Box 2644 DARWIN NT 0801
<b>Hand Delivery Address</b>	Suite 4, Level 1, Northgate Plaza 101 Mitchell Street DARWIN NT
<b>Facsimile</b>	(08) 89416366

## **BOWDEN McCORMACK**

### **Lawyers + Advisers**

Bowden McCormack is a commercial law firm that exists to provide the best legal and strategic advice in a professional, determined and forthright manner. Our commitment to innovation, coupled with a commercial, goal-driven and culturally-appropriate approach, allows us to provide relevant, efficient and practical assistance. In doing so, we aim to be the best we can be and achieve optimum results for a diverse range of individuals, Indigenous clan groups, mining companies, small to large businesses and not-for-profit organizations.

Services available to clients are as follows:-

- **Legal**
  - Commercial & Corporate Law
  - Property transactions including conveyancing
  - Employment matters
  - Civil Litigation
  - Wills & Estate Planning

### **Primary Objectives**

- To drive the firm's efficiency by creating and managing legal processes, workflows and precedents, and by ensuring all staff are maximising their use of technology to improve productivity.
- To ensure business continuity planning objectives are met by relieving in critical positions and completing ad hoc tasks as required including reception duties, legal secretarial duties and special projects.

### **Key Responsibilities**

1. Review current Affinity systems and processes to identify areas of improvement
2. Monitor and drive use of paperless technology with Affinity as the foundation
3. Review existing precedent documents to ensure they meet business requirements
4. Establish, update and/or write workflow processes for all major areas of work that can be standardised
5. Establish, update and/or write tasks for workflows or for general matters to drive efficiency
6. Establish, monitor and communicate training for any applicable staff in relation to productivity and use of Affinity to drive outcomes
7. Assist in the development of appropriate skills, experience and expertise of the firm's staff; and
8. Review existing policies, procedures and manuals and update in order to drive productivity outcomes

9. Relieve and assist in various roles including administration, reception and secretarial duties as required
10. Any and all other duties that are safe, legal and logical and within the limits of the employee's skill, competence and training.

## **SELECTION CRITERIA**

### **Process Manager – Full-time**

#### **Selection Criteria**

##### **Essential:**

1. High level experience developing policies and procedures;
2. Experience in coding, writing workflows, precedents and tasks;
3. Highly developed written and oral communication skills;
4. Well-developed negotiation skills, including the ability to confidently communicate and drive outcomes through others;
5. Ability to work under pressure, with limited supervision, and have an adaptable, flexible approach to work;
6. High level of organisational skills with a proven ability to determine workload priorities and meet deadlines;
7. Professional and courteous communication skills with the ability to contribute to, and work as part of, a professional team;
8. High level administrative skills including proven experience in a legal or other professional environment with knowledge of the functions and operation of a legal or professional practice; and
9. Ability to adapt to changing workplace priorities.

##### **Desirable:**

1. An excellent understanding of LexisNexis Affinity or similar legal practice management software
2. Ability to work effectively and efficiently as part of a multi-discipline team of professional and non-professional staff;
3. Desire to progress a career in the Legal Services industry; and
4. Legal research skills.

#### **Generic Capabilities**

1. High level communication skills

2. Ability to achieve results.
3. Ability to think strategically
4. Ability to develop productive working relationships.
5. Demonstrated personal drive, integrity and the ability to work under pressure.
6. Strong negotiation skills.
7. Strong computer/technology skills.
8. High level organisational skills.