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| Job title: Legal Operations Manager | Location: London or Gibraltar |
| Function: LegalReports to: Group Legal Director, Commercial  | No. of direct reports: No. of non-direct reports:  |
| Budgetary responsibility:  | NGR/P&L: |
| Purpose of role |
| This is a unique opportunity to join a dynamic, fast-paced and expanding international Commercial Legal team in an exciting industry in a newly created role of Legal Operations Manager. This role will work closely with the Group Legal Director, Commercial and the wider Commercial Legal team, which manages commercial legal affairs for the Entain Group globally, including project and advisory work, commercial contract work, IP and payments. This is a generalist role that involves managing and supporting projects across the full range of subject matters supported by the Commercial Legal team. You must be able to adapt to changing priorities and business needs and must be proactive in identifying areas in need of improvement, or where alternative processes may increase efficiencies and generating appropriate action plans. The role will entail meticulous management and coordination of legal operational tasks, ensuring efficient support for a globally active and agile Commercial Legal team. |
| Key responsibilities |
| * Strategic Planning and Management: Developing and implementing strategies to improve legal department operations, including optimizing processes, policies, and procedures.
* Financial Management: Managing the legal department's external legal spend, including monitoring budget, forecasting budget needs, and implementing cost-saving measures.
* Technology Management: Implementing and managing legal technology solutions to improve department efficiency, such as e-billing platforms, and contract management tools.
* Cross-Functional Collaboration: Working closely with other departments to ensure the legal team is aligned with the broader business goals and participating in cross-functional projects and initiatives.
* Data Analysis and Reporting: Analysing legal data to identify trends, risks, and opportunities, and preparing reports for senior management to aid in decision-making.
* Legal Project Management: Overseeing legal projects, ensuring they are completed on time and within budget, and aligning them with the organization's strategic goals.
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| Specialist skills and experience |
| * Legal project operations or business management experience either in-house or at a law firm is preferrable.
* Project management experience is essential, with a demonstrated ability to independently move projects forward by gaining the support needed from others while working in a cross-functional role.
* Excellent attention to detail and a strong analytical mindset to identify potential risks and implement effective controls.
* Exceptional communication and interpersonal skills, enabling you to work collaboratively with team members and engage with stakeholders confidently.
* Ability to work effectively in a fast-paced, energetic team environment and successfully manage multiple deadlines.
* Strong interest in innovation and contributing new ideas, including legal department technology solutions.
* Excellent written and oral communication skills.
* Excellent analytical and computer skills.
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