

Specialist, Professional Resources (Open in any of our offices)

May 02, 2022

The offices of Borden Ladner Gervais LLP (BLG), a leading, innovative and client-focused law firm in Canada, is seeking a **Specialist, Professional Resources** .

Purpose of the Role

The Specialist, Professional Resources will act as the primary support for the National Director of Professional Resources and Professional Resources Team on national initiatives and will play a key role in all national Talent processes and programs related to BLG lawyers.

Key Responsibilities

The key responsibilities of this role are:

Performance Management:

- Organize and drive the lawyer performance management process nationally working alongside the National Director of Professional Resources and Professional Resources Team
- Create / draft annual performance management timeline
- Liaise with IT to ensure advance set-up of all performance management systems related to this process (ViDesktop, Sharepoint etc.)
- Responsible for ensuring that all information flows from one system to another in a timely manner
- Prepare draft communications to lawyers regarding the performance management process (including Associate Contribution Statement)
- Act as resource to legal professionals using these systems in case of technical issues
- Proactively report to the Professional Resources team as to the advancement of the process, manage response rates and deadline reminders
- Provide support as needed in the planning of the Career Conversations and Mid-year conversations

- Provide support in maintaining the National Mentor Chart and in facilitating the National Coaching program

Annual Compensation and Bonus Review:

- Liaise with Finance to generate the financial chart required for this process
- Update the chart to ensure that all exceptions are captured (laterals, hireback, leaves etc.)
- Review and update all compensation letter templates
- Liaise with Talent Services and Payroll to provide instructions on compensation letters and payout
- Prepare draft communications to lawyers regarding payout and the bonus process

Other Projects and Processes:

- Provide coordination support in the context of the annual Post Retirement and Consultant agreements, Partner hiring, review process, track progress, provide regular progress reports, provide support in the drafting of reporting memorandum to leadership and ensure proper filing of all finalized agreements
- Provide support to the PR Team in their annual drafting of Practice Group Talent Plans
- Provide support in the collection of Attrition data and supporting the annual drafting of the Attrition Report for PR Team
- Provide support to the National Director, Professional Resources in finalizing the Partnership Admission Profiles
- Coordinate the BLG Mentorship Awards process in collaboration with a Director, Professional Resources
- Participate in ongoing process improvements within the Professional Resources team
- Complete other special projects and support processes as required by the National Director, Professional Resources (includes engagement and retention initiatives)

Administration:

- Hold the annual process calendar & checklists for the Professional Resources team
- Update and maintain data and records for the Professional Resources team, including a national chart of all new arrivals, status changes, leaves, succession dates and upcoming retirements, as well as national template documents and agreements)
- Prepare reports for the National Director, Professional Resources as needed
- Manage shared Professional Resources iManage folders
- Answer questions relating to Professional Resources processes from other operational groups
- Assume any other duties related to Professional Resources as required

Key Competencies

- Degree in Human Resources / Administration or other related education
- 3-6 years of pertinent experience is required. Experience in a professional services environment is considered an asset.
- Ability to communicate effectively, orally and in writing, with people at all levels (bilingualism oral and written considered an asset)
- Excellent interpersonal relations skills
- Excellent knowledge of the MS Office suite: MS Word, MS Excel, MS Outlook, MS PowerPoint
- Ability to exercise sound judgment, discretion, and confidentiality
- Exceptionally client focused approach
- Able to positively and effectively tackle problems, formulate solutions and engage with others to ensure active steps are taken
- Ability to work independently and in a team environment, take initiative and translate goals into priorities and actions
- Ability to produce thorough and accurate work
- Excellent attention to detail
- Ability to manage multiple priorities in a fast paced environment, work effectively under pressure and to achieve strict deadlines
- Ability to adapt to change and be flexible

How to Apply

We thank all applicants for their interest in this position, however, only applicants selected for an interview will be contacted.

At BLG only those BLG members who are fully vaccinated against COVID-19 with a vaccine approved by Health Canada will be permitted to attend a BLG office or event. **“Fully vaccinated” means having received the full series (usually 2 doses) of a vaccine approved by Health Canada, with more than 14 days having passed since the second dose was administered. “Attending a BLG office” includes attending social or business gatherings organized by the Firm, with limits on the number of attendees in accordance with public health guidelines. With respect to client meetings, only fully vaccinated members of the Firm can meet in person with clients (others can attend virtually), unless prior authorization has been obtained from BLG and the client. For any BLG member who is not fully vaccinated, and if the Firm requires your attendance in the office to perform your role, you must take a rapid antigen test conducted within the 24 hours prior to your coming to the office, and you must show proof of a negative test result. A new test is required for each day you are physically in the office. Accommodations will be made for valid medical and religious reasons.**

Everyone at BLG is required to carry out the duties of their role while upholding the important principles of our respectful workplace policies, and treating everyone with respect, regardless of position. At BLG, valuing diversity and inclusion is key to a respectful workplace.

BLG is committed to building and fostering a workplace that is reflective of our communities, where all firm members feel included, valued, and heard. We welcome applications from all qualified candidates but acknowledge the systemic and structural barriers that have, historically, marginalized and barred certain groups from accessing employment opportunities. As part of our commitment to removing barriers to employment, we strongly encourage applications from members of these historically

marginalized groups including, but not limited to, Indigenous peoples, racialized individuals, members of the LGBTQ+ community, people with disabilities and women. Accommodations are available, upon request, in all aspects of the recruitment process.

* Please note that relatives of current BLG employees and partners are not eligible for consideration.

BLG | Canada's Law Firm

As the largest, truly full-service Canadian law firm, Borden Ladner Gervais LLP (BLG) delivers practical legal advice for domestic and international clients across more practices and industries than any Canadian firm. With over 725 lawyers, intellectual property agents and other professionals, BLG serves the legal needs of businesses and institutions across Canada and beyond – from M&A and capital markets, to disputes, financing, and trademark & patent registration.

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