

Job Specification

JOB TITLE:	Knowledge & Development Lawyer (KDL)
TEAM:	English Real Estate
LOCATION:	Aberdeen, Edinburgh, Glasgow or Fully Remote UK Wide
HOURS:	Full time or part time
RESPONSIBLE TO:	English Real Estate Partners
PURPOSE:	Working as a senior and experienced English commercial real estate lawyer to undertake all knowledge management functions for the English Real Estate team. The role will play a key part in strengthening the team's technical excellence and knowledge culture. Combining subject matter expertise with strategic thinking and collaboration, the role will champion AI adoption, deliver training, provide guidance on complex legal issues, and ensure the team stays informed of important legal and market developments. It will also create and maintain valuable knowledge resources, promote the sharing of expertise, and help promote ways of working that enhance client service and keep the practice at the forefront of the market. The role will also involve some firm-wide training of the trainees as part of our trainee programme. As a member of the KDL team, the role will involve working with the other KDLs in the firm to ensure sharing of information as required by other teams, as well as consistency of knowledge and excellence throughout the firm. The KDL should provide technical excellence in all knowledge management aspects of English commercial real estate law.

1. Duties and responsibilities:

Legal Knowledge and Training

- Create, implement and oversee the English Real Estate team's internal training programmes, including team-wide training and training for junior assistants and trainees. Identify training needs, deliver sessions and co-ordinate external speakers to ensure fee earners have the knowledge and skills required to deliver exceptional client service.
- Keep the team up to date with relevant legal, market and technology developments by filtering information from a range of sources, identifying what matters to the practice and presenting updates in accessible, practical formats. Lead knowledge-sharing initiatives and champion the effective adoption of knowledge platforms, collaboration tools and other relevant legal technology.
- Provide technical assistance and guidance to fee earners on complex legal queries and support the delivery of knowledge-based services to clients. This may include delivering client training from time to time or co-ordinating training materials and briefing fee earners, as well as preparing client updates on legal and market developments.
- Identify appropriate external training courses for fee earners, authorise attendance as required and manage the team's training budget.
- Co-ordinate the team's annual programme of training and activities, including strategy and team-building events.
- Contribute to raising the team's and firm's profile by writing and co-ordinating blogs, articles and other content that demonstrates legal expertise and showcases the firm's knowledge and thought leadership.

Know How

- Identify opportunities to use automation, artificial intelligence and other emerging technologies responsibly to streamline knowledge processes, support legal delivery and improve the experience of lawyers and clients. Help evaluate and pilot appropriate solutions, gather feedback and encourage adoption in line with firm policies and professional obligations.
- Capture relevant know-how from the fee earners and share with the rest of the team.
- Encourage and facilitate the sharing of know-how throughout the English Real Estate team.
- Develop, maintain and continuously improve the team's knowledge management resources, including the English Real Estate section of the firm's intranet and the firm's internal knowledge

management database (Kman). Work with relevant colleagues to ensure content is easy to find, current and structured for effective digital use.

KDL Team

- Stay proactive in horizon scanning for developments that may impact the team or its clients, keeping ahead of industry trends and changes.
- Collaborate with the firm's technology, innovation and other business-services teams to translate practice needs into practical improvements, support change initiatives and share effective approaches across the firm.
- Attend and participate in regular meetings with the firm's KDL team to discuss and implement current initiatives and support the firm-wide knowledge management needs.
- Work collaboratively with the KDLs in other teams to ensure the sharing of relevant legal knowledge cross-teams, provide training to other teams in English Real Estate matters (as required), ensure consistency of knowledge and systems and promote a knowledge management culture of excellence throughout the firm.
- Assist with the preparation and delivery of certain sessions under the firm's trainee programme.
- Collaborate with the Business Development team to understand and leverage market intelligence.

2. Person specification:

- First-class knowledge of English Commercial Real Estate law, with a minimum of 8 years' post-qualified experience advising clients and a strong understanding of both legal practice and the client perspective.
- Enthusiasm for knowledge sharing and continuous learning, together with curiosity about legal technology and the confidence to identify, assess and promote practical new ways of working. An understanding of the opportunities and risks associated with automation and artificial intelligence, including accuracy, confidentiality, governance and professional obligations, would be advantageous.
- Highly organised, motivated and proactive, with the ability to work independently, drive initiatives and embrace process improvement and change.
- Excellent written and verbal communication skills, with confidence presenting to and training groups of lawyers.

- A collaborative and approachable style, with the flexibility to support the team and the ability to build and maintain strong relationships with colleagues.

We offer a hybrid working model that supports flexible working arrangements; however, periodic attendance at our office will be required, with frequency determined by the needs and nature of the role.

This job specification is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and job holders will be expected to carry out other duties assigned which are appropriate to the position. The duties as described may be altered as necessary by the firm.

Burness Paull reserves the right to close this vacancy early if a sufficient number of applications are received for this role. Therefore, if you are interested, please submit your application as early as possible.