



Title: Director, Student Recruitment & Professional Development

Location: 925 West Georgia St., Suite 1200, Vancouver, BC V6C 3L2

Reporting to: Chief Operating Officer (COO)

Works with: Professional Services Committee, Management, HR, Knowledge Management and Marketing

Singleton Urquhart Reynolds Vogel LLP is a Canadian law firm with offices in Vancouver and Toronto. Our focus is on helping clients from construction and infrastructure, commercial litigation, insurance, real estate and business seize emerging opportunities and find solutions to complex legal problems.

Operating on a national platform, Singleton Reynolds is positioned as a new best-in-class law firm offering legal services and a long-standing reputation in dispute resolution.

The firm has almost 60 lawyers in two offices and provides a wide range of legal services including the following key practice areas:

- Construction and Infrastructure Law
- Commercial Litigation
- ADR
- Commercial Real Estate
- Wills & Estates
- Immigration
- Insurance
- Professional Liability
- Entertainment Law
- Corporate Commercial
- Workplace Law

THE ROLE

ROLE OVERVIEW

Our evolving and growing firm is looking for a deadline driven, highly organized, forward thinking leader to strengthen the firm's practices in the areas of student and associate recruitment and professional development. The successful candidate will chair the Professional Services Committee (PSC) and influence the strategic direction of the firm's legal professionals recruitment and development needs.

This is a new role at the firm that provides an exciting opportunity for someone interested in shaping the role to fit their, and the firm's, vision.

Associate & Student Recruitment

- In collaboration with the PSC, assists with all aspects of associate and student recruitment to ensure the firm's associate and student hiring is in line with the Firm's current and future strategy, capacity and demand.
- Organizes, coordinates and represents the firm at various internal and external recruitment functions and events, and represents and presents on behalf of the firm at law school group visits.
- Leads the student recruitment and hire-back process (includes: application intake, scheduling interviews, compile required interview documents for the recruitment team, organizes and attends student committee meetings, circulate interviewee applications to lawyers outside the student committee, attends lunches and dinners).
- Liaises with relevant Law Societies, PLTC, law school Career Development Officers and other firms' student program directors and recruiters.
- Works closely with the firm's Director, Knowledge Management on training and as a "go-to" resource for legal research.

Associate & Student Development

- Through the PSC, develops, facilitates and leads all aspects of professional development for associates and students, including supporting career and practice planning.
- Manages and oversees professional memberships and ongoing legal education.
- Facilitates Continuing Legal Education (CLE) opportunities through Singleton Reynolds Institute (SRI).
- Prepares and manages departmental budgets.
- Supervises mentoring programs and related activities.
- Assists in the development of associate and student practice skills and file management.
- Works in collaboration with principals and supervising partners, serves as a mentor and coach as and when needed.
- Prepares mid-term and final reports for students' principals as required by the Law Societies in both jurisdictions (BC and Ontario).
- In collaboration with the PSC, designs and leads the associate performance management processes and provides input into compensation decisions, including reviewing and analyzing relevant market data, and making appropriate recommendations.
- Analyzes trends in associate evaluation feedback as a driver for development of future programs and associate retention.
- Recommends, develops, implements and manages agreed upon programs, plans, and initiatives, within approved resources, budgets and timelines.
- Performs other duties as assigned in line with the position.

KEY QUALIFICATIONS and EXPERIENCE

- Minimum post-secondary education in Law.
- Former practicing legal professional will be an asset.
- Senior level leadership experience.
- Advanced knowledge of the principles and practices of recruitment as well as program development and management.
- Experience in the design, implementation and management of professional development programs for designated professionals would be considered an asset
- Advanced capability to keep abreast of developments in the legal professional development field.
- A strong ability to stay informed of Singleton Reynolds's practice groups' business plans and emerging business issues.
- Advanced skill and experience using MS Office applications (Word, Excel, Outlook, PowerPoint).

SKILLS & ATTRIBUTES:

- Demonstrated leadership capabilities.
- Highly organized and the ability to keep on top of multiple deadlines.
- Excellent interpersonal skills.
- Exceptional communication skills both written and verbal. This includes a high level of comfort with public speaking.
- The ability to work both collaboratively and support colleagues and work independently.
- Strong work ethic and initiative.
- Sound business judgment and discretion in handling sensitive and confidential information.
- Dedication to deliver a superior standard of service.
- Discretion in handling highly confidential and sensitive information.
- Exceptional ability to resolve complex professional issues and develop solutions to meet firm's needs.
- Strong technical ability and enthusiasm for leveraging technology to create efficiencies.
- Demonstrated team player, enthusiastic about collaborating with peers and leveraging their knowledge and talents in order to achieve firm goals.
- A proven record of thriving in a fast-paced and deadline-driven environment.

KEY COMPENSATION

A competitive salary in line with experience and a competitive benefits package and opportunities for personal and professional growth. Singleton Reynolds offers a matching RRSP Program, an annual education/tuition allowance, and ongoing continuing educational seminars.

KEY CONTACT

To pursue this employment opportunity, candidates are invited to submit their applications to:

Singleton Urquhart Reynolds Vogel LLP
Attention: Stephen Hinds, Director, Human Resources
925 West Georgia Street, Suite 1200
Vancouver, BC
V6C 3L2

Email: jobs@singleton.com

Singleton Reynolds is committed to the principle of equality in employment standards and welcomes applications from all qualified individuals. We thank all applicants for their interest; however, only those short-listed and selected for interviews will be contacted.