

## **JOB DESCRIPTION: LEGAL PROCUREMENT CONSULTANT**

**(PART TIME / FULL TIME / JOB SHARE / FLEXIBLE WORKING)**

### **Job Description**

The role will be ideally based in the North East of England – Sunderland / Newcastle – but we have options to work from home with a weekly in-person work hub meet-up. We have a number of positions (Legal Procurement Consultants and Senior Legal Procurement Consultants). Ideally candidates would have work experience in a complimentary field - not necessarily in legal procurement – and are keen to build a procurement / legal operations / analytical career. The role will support the business' project-based assignments. This will involve attending / leading client meetings, project management, data analysis, analytical reports, PowerPoint presentations, advanced Excel analysis, and some administration tasks.

### **Responsibilities**

You will be part of various client project teams. Work will vary for each client, from day-to-day contact with clients and/or law firms, to liaising and working with the partners in the business to project manage, undertake analysis, create bespoke reports, and support all consultancy work for the business. We want to hire and develop staff in this specialist field to create a team of world-renowned legal procurement experts. We are a small, boutique consultancy and therefore we all work closely together on a variety of tasks to ensure excellence in our service.

### **Requirements**

- MS Excel (Required)
- MS PowerPoint (Required)
- MS Word (Required)
- MS Publisher (Desirable)
- MS Project (Desirable)
- Procurement knowledge / experience (Desirable)
- OJEU (Public Sector Procurement) knowledge (Desirable)
- A wide range of sector experience will be considered – procurement / legal / accounts / data analysis / statistics / insurance claims / business analyst / project management / eDiscovery

### **Qualifications**

All complimentary qualifications helpful including but not limited to CIPS. This is not a requirement, however.

### **Salary**

Annual full-time salary - £25,000-30,000 (Legal Procurement Consultant), £30,000-£50,000 (Senior Legal Procurement Consultant)

**We are keen to hear from all applicants based in the North East of England (and potentially wider afield if the skill set suits) – either on a full-time, part-time or job-share basis.**

## **About Coote O'Grady**

We are a new, innovative and dynamic consultancy with bases in the South and North East of England. We pride ourselves on our approach to flexibility in the work place and are well-attuned to the need for a work-life balance. We offer outsourced legal procurement solutions and consulting on all legal spend management issues including panel tenders, legal spend analysis, savings analysis, eBilling & Enterprise Legal Management system implementations, and ongoing contract / vendor and performance management. Our clients are Fortune 500 / FTSE 100 companies, who have a global presence with significant spend on external lawyers.

Our team are legal procurement specialists and senior lawyers, with extensive experience of managing legal operations on all scales.

We are building a team in the North East of England and are keen to promote flexible working - we want the best talent on the market and can offer flexible working - both location and hours - to ensure we build a best-in-class legal procurement team.

<http://www.cooteogrady.com/index.html>