**INTERNATIONAL EMPLOYMENT**

**JUNIOR LEGAL ASSISTANT – PRODUCT DEVELOPMENT**

**iGlobal**

iGlobal is a law firm that specialises in International labour law. It acts for many global companies ranging in turnover from $100m to $17 bn. iGlobal provides a single contact point for labour law advice worldwide.  It works with leading lawyers and builds its own knowledge bank of global labour law enabling it to advice internationally on a range of labour law matters at a reduced cost to clients.

**Our reach**: iGlobal carries labour law and HR compliance expertise in over 90 countries.

**The Team:** iGlobal sits within the Wedlake Bell Employment team and has a dedicated team of 4 international labour lawyers and access to a further 9 Wedlake Bell employment lawyers as and when required.

**Summary of the role**

This position is an integral part of iGlobal's business and will make a significant contribution to the quality, efficiency and profitability of its services.

We need a passionate and skilled individual to:

* help develop products that can be charged to clients, for example, iGlobal's client know-how service, precedent/standard form advice, questionnaires and checklists.
* maintain, develop and improve iGlobal's existing international employment law database covering predominantly, 50 countries, but more generally in all 90;
* work with the team to capture in real time know-how experience acquired as they work with leading employment counsel worldwide;
* identify areas for service delivery improvement resulting from changes in the law, technology and best practice;
* manage iGlobal's the library of precedents and sample clauses, including updating and rationalising the content, identifying gaps and creating new documents;
* assist in the preparation of knowledge-led business development material, including market intelligence around worldwide HR/labour law issues, including identifying trends;
* assist in the preparation of presentations and pitches to clients and prospective clients; and
* Lead in developing training material and contributing to training sessions.

**Experience and qualities**

The successful candidate will of a minimum degree level (e.g. a law graduate), be technically qualified to a very high standard and has a genuine enthusiasm for the development of this practice area. The following qualities are desirable:

* a track record of delivering improvements in knowledge management;
* a demonstrable interest in international employment law;
* excellent drafting and research skills;
* the ability to present complex concepts in an accessible way for clients; and
* a proactive and collaborative team member with a professional, user focussed approach.

Please note that we would be interested in someone seeking a part-time working arrangement.

*If you are interested in this role, please contact Darren Chidgey, recruitment adviser at* *dchidgey@wedlakebell.com*