



## **Director of Research and Knowledge Management**

**Office Locations:** San Diego, Indianapolis, Madison, Milwaukee, Minneapolis, Naples, Phoenix, St. Louis, Tampa, or Tucson office

We are seeking a Director of Research and Knowledge Management to join our San Diego, Indianapolis, Madison, Milwaukee, Minneapolis, Naples, Phoenix, St. Louis, Tampa, or Tucson office. Responsible for providing Knowledge Management (KM) consulting, services, and resources to the firm's Practice Groups and Administrative departments. Manage and coordinate firm-wide development of all library resources and electronic information. The Director of Research and KM ensures that all research activities meet high standards of quality and ethical guidelines.

### **Responsibilities/Duties:**

- Responsible for providing Research and Knowledge Management (KM) consulting and services to meet the needs of the firm's practice groups and administrative departments.
- Develop strong, proactive relationships with all Practice Group leaders and Practice Group Administrators (PGAs) to collaborate on information strategies that increase productivity and enhance revenue opportunities.
- Ensure the team is conducting regular meetings with PGAs to ascertain the information and KM needs of each Practice Group from a firmwide perspective.
- Work with the team to analyze Practice Group and Administrative department requests for information, research and KM resources to assist IT and firm management in making decisions and investments.
- Assist with the deployment, training, and support of Practice Group and Administrative research and KM applications and services.
- Direct the development, enhancement and maintenance the Virtual Library on the firm's Intranet.
- Direct the development, enhancement and maintenance of current awareness and selective dissemination services on the Virtual Library and associated Intranet pages.

- Provide leadership in the evaluation, selection, testing and promotion of information resources in print and electronic formats to facilitate excellence in the provision of legal services on a firm wide level.
- Develop and facilitate training for legal and non-legal staff in conducting efficient and effective research in print and electronic formats.
- Negotiate and manage site licenses for electronic information resources on a firm wide level.
- Coordinate with other managers, supervisors and specialists all cross-departmental activities.
- Supervise assigned staff by providing direction, coordinating workflow and monitoring performance. Conduct formal performance evaluations of subordinates and explain, interpret and administer firm policies and work rules. Interview, hire and supervise training of new departmental staff.
- Motivate staff to support the firm's and the department's vision, increase their individual capacities and skills, increase the knowledge of other departmental staff and to provide positive feedback to all team members.
- Educate department employees regarding their effect on other staff and other departments.
- Serve as an ambassador, steward, and advocate for the Research and KM Teams.
- Collaborate with other IT Managers in the design and implementation of appropriate long- and short-term Information & Technology goals and objectives.
- Develop, analyze, and maintain budgets for areas of assigned responsibility and control expenditures relating to approved budget.
- Instill, strengthen, and promote a culture of diversity, equity, and inclusion and belonging within the team, driving behaviors that staff will emulate.
- Other duties as assigned.

#### **Education/Experience:**

- Master of Arts in Library and Information Studies or similar graduate degree required
- Extensive experience in research leadership roles
- Experience with advanced research methodologies and data analysis tools
- Strong technical skills with legal research platforms
- Excellent organizational, interpersonal relations, written and oral communication skills required
- Strong customer service attitude
- Work well under pressure, good problem solver, fast thinker
- Team player, leader, ability to train others
- Ability to coordinate many issues/projects at once

#### **TO APPLY**