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JOB TITLE:

Legal Operations / Compliance Manager

LOCATION:

San Diego, CA

REPORTS TO:

General Counsel

CLASSIFICATION:

Exempt (Salary)

MAIN PURPOSE OF JOB:

The Legal Operations / Compliance Manager will work closely with the general counsel and business stakeholders at all levels of the organization. This position is responsible for ensuring the company business operations and procedures comply with legal regulations and internal policies. Also, as a generalist role, it involves managing and supporting projects across the full range of subject matter supported by the legal department. You must be able to adapt to changing priorities and business needs and be proactive in generating action plans.

KEY RESPONSIBILITIES:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Define and drive strategic and operational initiatives with on-time and on-budget results.
- Report on key operational and substantive metrics for the legal department that will better inform decision-making, including matter and work product analyses.
- Identify and implement legal department tools to streamline new or existing practices, as well as manage design, rollout, and training for new systems.
- Oversee all business operations relating to compliance including policies, investments and procedures.
- Evaluate all current and new compliance regulations, reviewing processes and leading training sessions.
- Perform periodic audits on company procedures and processes.
- Design and monitor control systems to deal with violations of legal rules and internal policies.
- Review and evaluate company procedures and reports to identify hidden risks or common issues.
- Collaborate with cross-functional teams including sales, support, service, business development, regulatory, IT, and finance as well as other departments.
- Develop and enforce processes and policies to manage outside counsel spend.
- Assist with budget matters and optimizing workflows within the legal department.
- Manage multiple deadlines.
- Strategic Support:
 - This is a generalist role that involves managing and supporting various ad hoc projects.
 - Support legal department team and support other departments, where necessary, on driving strategic projects to streamline processes, improve forecasting and reduce spend.

COMPETENCIES:

- Business Acumen
- Collaboration Skills
- Communication Proficiency
- Ethical Conduct
- Financial Management
- Flexibility
- Initiative
- Leadership
- Personal Effectiveness / Credibility
- Presentation Skills
- Problem Solving / Analytical

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- Results Driven
- Thoroughness
- Time Management

REQUIRED EDUCATION AND EXPERIENCE:

- BA or BS in Law or Business Administration or equivalent experience.
- Minimum 3 years of experience with legal project operations and management or as a Compliance Officer, Compliance Manager or equivalent work experience.
- Strong knowledge of industry processes and regulations.
- Experience developing playbooks and policies.

PREFERRED EDUCATION AND EXPERIENCE:

- Postgraduate, particularly an MBA.
- Proven track record of collaborating with cross-functional groups (Example: Sales, Operations, Finance)
- Strong experience in developing, implementing and using legal department technology solutions (e.g. billing, matter management, IP management, contract management, DocuSign, etc.)

SUPERVISORY RESPONSIBILITY:

This position has no supervisory responsibilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to walk; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. The employee must frequently lift or move objects up to 10 pounds and occasionally lift or move objects up to 25 pounds.

POSITION TYPE / EXPECTED HOURS OF WORK:

This is a full-time position. Days and hours are Monday – Friday, 8:30 AM TO 5:00 PM.

Occasional evening and weekend work may be required as job duties demand.

TRAVEL:

Up to 20% of national and international travel is anticipated for this position with global locations.

Some occasional local day travel may be necessary.

OTHER DUTIES:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.