

International Bar Association Job Profile



Job Title:	Bar Issues Commission Project Lawyer
Department:	
Reports to:	Director of Legal Projects
Responsible for: (Job Titles only)	In-country consultants if/where required
Overall Purpose:	<p>To assist the BIC in co-ordinating and implementing projects that exclusively support the member bar associations, including capacity assistance projects to developing bars, BIC Policy Committee projects and BIC International Trade & Legal Services projects. [Wider cross-divisional projects will be resourced elsewhere].</p> <p>Capacity-building includes, among other things, governance and leadership structure, strategic planning, financial responsibility, membership services, regulations, professional ethics, disciplinary procedures, risks & compliance, and access to legal aid.</p>
Key Accountabilities:	<p>Acting as the central point for communication and co-ordination with all project participants;</p> <p>Communication with external experts and influencers;</p> <p>Preparing project budgets and timetables, and producing project outputs as required;</p> <p>Seeking grants and writing grant applications;</p> <p>Managing BIC projects or sub-projects as and where allocated to him/her.</p> <p>Overseeing the work of in-country consultants hired to develop and implement in-country projects.</p>
Customer Service	In carrying out the above, the job holder will at all times adhere to departmental and IBA requirements, procedures and policies as stated in the relevant office documents/manuals. At all times, the individual should operate in the interests of its customers (internal or external).
Levels of Contact: (Type, with whom and frequency)	<p>BIC and Committee officers</p> <p>Project donors</p> <p>Project participants</p> <p>IBA staff providing associated services, for example the Content and Web teams to make project reports and updates publicly available.</p>
Limits of Authority: (Including	

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Job Requirements	
Education and Training	<p>Essential:</p> <p>Law degree (not necessarily from the UK). Master's degree.</p>
Work Experience	<p>Essential:</p> <p>Project management experience Experience working in a legal environment. Experience working with individuals from a variety of cultures and legal systems. Exposure to project management and legal research.</p> <p>Desirable:</p> <p>Interest in commercial law, professional issues and international legal policy.</p>
Technical/Professional Skills and Knowledge	<p>Essential:</p> <p>Strong interest in international legal work in many different fields. Excellent verbal and written communication skills in English. Competence in the MS Office suite of programmes. Competent in use of legal databases and other on-line research tools. Confident presenter.</p> <p>Desirable:</p> <p>Experience with web-based content management tools. Experience with writing articles or marketing material. Knowledge of issues effecting the legal profession.</p>
Behavioural Skills	<p>Essential:</p> <p>High level of self-motivation, organisation and proactivity. Ability to think creatively and generate project ideas, proposals and strategies. Superior organisational skills and ability to prioritise multiple projects according to department objectives. Ability to work independently and as part of a team. Ability to influence people.</p>

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Special Circumstances	Essential: Ability to participate in conference calls outside office hours, on rare occasions, if required by difference in time zones. Ability to travel internationally, sometimes including weekends and public holidays.
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