

Manager, Research and Business & Competitive Intelligence

Tracking Code 173402-105

Ballard Spahr LLP

JOB DESCRIPTION

The Research & Intelligence Center of Ballard Spahr is looking for a Manager to lead in the development, implementation and delivery of research and business & competitive intelligence services to attorneys and others firm wide. The Manager, Research and Business & Competitive Intelligence Services will work collaboratively with RIC staff, attorneys, paralegals and department administrators to promote, assess and continuously improve these services.

Under the direction of the Director, the Research and Business & Competitive Intelligence Manager will work as part of the management team, which includes the Senior Operations Manager, the Senior Manager, Knowledge Sharing & Training Services, the Manager, Information Access Services and the Manager, Knowledge Sharing & Training Services.

The selected individual will develop research as well as business & competitive intelligence service goals and objectives that align with the firm's strategic plan; meet with department and practice group leaders to foster communication and continuously align with their strategic initiatives; supervise the Lead Research Analyst and Lead Business & Competitive Intelligence Analyst; prepare budget recommendations for research and business & competitive intelligence services; review, evaluate and recommend research and business & competitive intelligence resources and promote the use of research and business & competitive intelligence services firm wide.

This position can be located in any city with a Ballard office, including Philadelphia, New York, Minneapolis, District of Columbia and other locations in the U.S.

REQUIRED SKILLS

Knowledge of library technologies for communication, research intake, knowledge sharing and resource management; advanced knowledge of Quest for research intake is a plus; strong writing skills and ability to present ideas and communicate complex information clearly and concisely; strong interpersonal skills and the ability to maintain effective working relationships with all levels of firm personnel and diverse groups of people and demonstrated problem-solving skills and the ability to work effectively under pressure while managing multiple priorities and deadlines.

REQUIRED EXPERIENCE

The ideal candidate will have a Masters in Library Science or equivalent degree from an ALA accredited school is required and five or more years of experience as a leader in a fast paced

professional environment with law firm experience strongly preferred. A JD or other relevant advanced degree may be substituted along with substantial experience.

Experience must include managing research and business & competitive intelligence services, including, but not limited to, supervising staff, assessing and improving workflows and collaborating with other department leaders to accomplish the goals and objectives of the RIC department. A thorough knowledge of research methodologies as well as resources for all media types in the areas of law relevant to the firm's practice, and proficiency with major legal and business databases and a proven primary and secondary research skills with the ability to analyze and synthesize large amounts of data into actionable information or practical intelligence.

Ballard Spahr is not accepting resumes from search firms for this position. Cover letter, resume, writing sample and desired salary are required.

JOB LOCATION

Any Ballard Location, United States

POSITION TYPE

Full-Time/Regular

HOW TO APPLY

To apply, go to

https://ballardspahr.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&id=23&jobid=173402&company_id=16105&version=1&source=ONLINE&JobOwner=992349&level=levelid1&levelid1=36316&startflag=2.