

STEWARTS

Legal Technology Analyst

Reports to	Knowledge Director
Works with	Stakeholders across the legal and business services departments; external technology providers
Department and Location	Knowledge, London office
Purpose of role	To understand and analyse our lawyer and client needs and expectations and translate those into process and technological improvements which: enhance the productivity and effectiveness of our legal and business operations; drive optimal client service and value through best practice and best process; leverage our collective internal expertise; and deliver improved commercial success for the firm
Hours	Full-time
Reviewed	May 2025

Key aspects of the role:

Knowledge management and information governance

- Proactively track legal technology, innovation and best practice trends and developments
- Identify areas of risk and/or compliance related to emerging advanced technology and collaborate with relevant stakeholders to devise methods, processes and guidance to minimise their likely occurrence and impact

Analysis/Process Improvement

- Identify viable and valuable opportunities to deploy and leverage appropriate advanced technology solutions that deliver measurable returns
- Gather and analyse requirements, prepare documentation and engage with other teams to propose legal innovation recommendations
- Collaborate with senior leadership and key stakeholders across the firm to prioritise and align innovation initiatives with the firm's AI vision and strategy
- Contribute and progress, where required, appropriate and well considered proposals for our strategic projects and/or IT pipeline
- Develop business cases for legal innovation project proposals and, where approved, collaborate with cross-functional team to support timely and successful project delivery
- Develop and further enhance our existing practices and processes to deliver optimal service levels, effectiveness, productivity and profitability
- Apply data analysis, interpretation and reporting as required
- Enable successful adoption, leveraging and continuous improvement of practices, processes and advanced technology solutions
- Actively foster and grow our culture of innovation, creativity and continuous improvement

Essential skills and experience:

- Expertise in key enabling technology and its adoption and application for commercial growth and success
- Proven track record of identifying and delivering measurable process and technological improvements
- Proven strong analytical and problem-solving skills deploying excellent data analysis
- Excellent project management skills, with the ability to manage cross-functional aspects and multiple projects simultaneously
- Ability to identify the most effective combinations of people, process and technology
- Comfortable working under pressure and in a law firm or other professional services setting
- Well organised, driven, with strong attention to detail, sound judgement and decision-making skills and an ability to manage own workload and to work independently as well as collaboratively
- Promotes teamwork; shares information, insights and ideas; and inspires and influences for optimal performance
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and empathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department and wider firm appropriately
- Shows commitment, passion and enthusiasm for knowledge sharing and best practice
- Reflects the firm's culture

Desirable skills and experience:

- Experience of low code / no code platforms eg HighQ, Bryter, Betty Blocks and/or similar