



**JOB TITLE:** LEGAL PROGRAM MANAGER

**Reports To:** *Director, Legal Operations*  
**Department/Location:** *Corporate, Boston*  
**# of Direct Reports:** 0  
**FLSA Status (Ex or Nex):** *TBD*  
**Grade:** *TBD*  
**Job Code:** *TBD*  
**Job Family:** *TBD*  
**Date Revised:** *MM/DD/YYYY*

<b>Job Summary:</b>	Program Manager Global – Legal Department. The ideal candidate will drive the introduction of program management principles throughout legal and introduce new and enhanced processes to help meet department goals related to improved efficiencies in managing external legal spend. With respect to legal spend focus will be on significant matters globally across all practice areas including M&A, Litigation and employment matters, and the relationships with and reliance on outside counsel. The candidate will report to the Director – Legal Operations.	
<b>Primary (P) or Secondary (S)</b>	<b>Key Responsibilities: What are the main responsibilities of the job? Indicate which are primary (essential to the job) and which are secondary (not essential to the job).</b>	<b>% of Time Spent:</b>
<p style="text-align: center;"><b>P</b></p>	<p>A. In support of the 2018 Legal Strategic Initiatives, assembles and directs moderate to large project teams, designs project plans and schedules, gathers and translates requirements, and monitors budget and resources. Directs the activities of the project with the goal of completing the project on schedule and within budget constraints.</p>	<p style="text-align: center;"><b>45%</b></p>
<p style="text-align: center;"><b>P</b></p>	<p>B. Monitors and reports monthly on progress of large matters from matter management system from initiation through close, including oversight of law firm budgets, matter updates and compliance with billing guidelines and overall matter expectations. Ensure individual or practice group dashboards made available to impacted legal team to understand performance against goals on outside counsel management.</p>	<p style="text-align: center;"><b>35%</b></p>
<p style="text-align: center;"><b>S</b></p>	<p>C. Provide oversight on use of matter management and e billing tools and define processes, procedures and training to ensure full deployment and use of software worldwide.</p>	<p style="text-align: center;"><b>10%</b></p>
<p style="text-align: center;"><b>S</b></p>	<p>D. Study department functions and develop roadmap of enhanced processes procedures and technology to achieve efficiencies and more effective counseling such as platform for external counsel fee arrangements, invoice review process, company secretary centralization option, assignments dashboard.</p> <p>E. Stay abreast of developments in growing field of Legal Operations and explore opportunities to introduce additional improvements to legal department.</p>	<p style="text-align: center;"><b>10%</b></p>

**Functional Knowledge, Skills, and Competencies:**

1. Experience as a program manager and preferably within the legal department of a multinational company – J.D. a plus
2. Highly developed oral and written skills – proven ability to communicate successfully with legal team
3. Critical thinker with analytical approach to problem solving
4. Ability to build consensus among stakeholders to move projects forward expeditiously
5. Resolves conflict easily, establishes trust and uses relationships to accomplish goals.
6. Anticipates potential problems, necessary action plans and opportunities for change

**Business Expertise**

7 to 10 years of increasing experience as a program manager in a multinational legal department. Tested record of working effectively and efficiently toward goals in a complex environment with multiple demands.  
Strong communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.

Working knowledge of project management principles, theories, and concepts.

**Scope Information:**

Revenue (P&L)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Annual dollars:
Operating Budget	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Annual dollars:

**Job / Physical Requirements/Qualifications** (Define the physical demands and/or travel requirements necessary to meet the minimum requirements of the role)

**Physical Requirements:** Walking, standing, sitting, lifting 50 lbs. bending, climbing

**Travel Requirements:** (Please indicate percentage of travel required)

<b>% Total travel</b>	10%
<b>% Local travel (Depending on District):</b>	to and from work
<b>% Overnight travel:</b>	10%

**Utilization of Time and Equipment:** (Allocate the % of a total day. Total does not have to equal 100%)

<b>70%</b>	1. Lifting, moving, installing and cabling IT equipment
	10-20 lbs. 30-40 lbs. <b><u>40 lbs.</u></b>
<b>20%</b>	2. Escorting clients and client vendors
<b>10%</b>	3. Unpacking, verifying and cataloging IT equipment shipped into the data center complex

**Licenses & Certifications Required:** None

**Qualifications:** (Circle the minimum and preferred education and experience for the role)

**Minimum Education:** J.D. preferred

**Minimum Experience:** 7 to 10 years

- High School (current college student)
- 2 Yrs. College
- 4-Yr College Degree
- Masters' Degree
- PhD

- Less than 2 years
- 2 – 4 Years
- 4 – 7 Years
- 7 – 10 Years
- 10+ Years

**Preferred Education:**

- High School
- 2 Yrs. College
- 4-Yr College Degree
- Masters' Degree
- PhD

**Preferred Experience:**

- Less than 2 years
- 2 – 4 Years
- 4 – 7 Years
- 7 – 10 Years
- 10+ Years

Please contact Joseph Welch at [joseph.welch@ironmountain.com](mailto:joseph.welch@ironmountain.com) if you want to apply for this position.

**Approvals:**

Direct Manager:

Date: MM/DD/YYYY

Human Resources \_\_\_\_\_

Date: \_\_\_\_\_

**Disclaimer:** This job description is not meant to be an all-inclusive statement of every duty and responsibility of the jobholder. Certain features of this job are described in the above headings, but are not necessarily limited to the above written statements. They may be subject to review. All positions within Iron Mountain may include other duties as assigned.

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