

POSITION DESCRIPTION

 MAJOR, LINDSEY & AFRICA

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ASTELLAS US LLC

Northbrook, IL

<https://www.astellas.us/>



Major, Lindsey & Africa (MLA) has been exclusively retained by Astellas US LLC (the “Company”) to conduct a search for an Americas Regional Head of Legal Operations to office in Northbrook, Illinois.

AMERICAS REGIONAL HEAD OF LEGAL OPERATIONS

Company: Astellas US, is a U.S. affiliate of Tokyo-based Astellas Pharma Inc. Located in Northbrook, Illinois, the Company serves as the headquarters for the Americas and employs nearly 3,000 people. Astellas is a pharmaceutical company dedicated to improving the health of people around the world through the provision of innovative and reliable pharmaceutical products.

Overview: The Americas Regional Head of Legal Operations is a critical senior leader who will bring leadership, knowledge and experience necessary to drive peak operational performance. This position will lead, oversee and manage all non-legal operational aspects of the Americas Legal group, including financial management and budgeting, information technology support coordination, contract management, outside counsel/vendor management, training on legal policies, departmental communications, project management support and general administrative support.

Compensation: Competitive and commensurate with experience.

Location: Northbrook, Illinois.

Relocation: Yes, this is a global search.

Position Information

Reporting to the Global Head of Legal Operations with a dotted-line reporting relationship to the Americas Regional General Counsel (RGC), the Americas Region Head of Legal Operations will be responsible for the following.

General

- Providing entrepreneurial and innovative thought leadership to the Global Legal Operations team to deliver best in class support across the Legal Department and



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within the Americas Legal function and to develop and execute departmental initiatives to further enhance client service and delivery, enabling technologies, team development, as well as efficiencies of these functions in a coordinated approach.

- Sitting as a member of the Americas RGC's Leadership Team (LT).
- Overseeing non-legal strategic and operational aspects of running the Americas regional Legal function as directed by, and in close coordination with the Head of Legal Operations.
- Working closely and collaborating with senior leadership across all functions of the Company.

Business Planning, Budget, Financial Controls

- Working with the Head of Legal Operations to oversee and manage the America's Legal department's annual strategic plan and manage and facilitate plan development, communication, reporting and ongoing measurement against objectives.
- Acting as primary contact with Finance to prepare and manage the department's budget, including projections, forecasting, regular and periodic reporting, reserves, accruals and any other reporting or projects that may be requested by the Americas RGC or Head of Legal Operations.
- Managing and overseeing all outside counsel billing within the Americas legal group, including paying outside counsel; maintaining a billing database and ensuring consistent quality of the billing process ranging from invoice review, payment and tracking; as well as communicating with the Americas RGC LT, Head of Legal Operations and Finance.

Law Firm Management

- Participating in relationship management.
- Developing and maintaining evaluation criteria, performance scorecards and metrics
- Managing and maintaining alternate fee arrangements (AFA).
- Reconciling outside counsel bills with agreed-upon rates, discounts and other agreed-upon terms.
- Managing the engagement letter process.
- Leading and overseeing preferred provider process for the Americas region, working closely with global and regional stakeholders, including Procurement, as well as global Legal Operations.

Information Technology

- Representing the America's Legal function and liaising with IT, including managing IT spend for Legal projects.

POSITION DESCRIPTION

- Assisting with legal hold orders (issuing, maintaining and lifting) as well as e-discovery related matters as may be requested by attorneys and other appropriate Legal personnel.
- Ensuring the Americas legal team is supported with technology to allow the most efficient and effective legal services and overall client satisfaction. Monitoring efficient/effective use of technology, including identifying and evaluating emerging technology and make recommendations regarding tools and systems reflecting best practices/latest standards.
- Providing end user technical and training support.
- Delivering reports/metrics from applications.
- Managing the relationship with legal technology vendors to update and maintain systems and tools working closely with regional and business stakeholders.
- Overseeing Legal technology operations (including e-billing, matter management).

Client Service & Delivery

- Developing and maintaining strong and effective working relationships and partnerships with other departments and other operational teams to align Legal resources to needs of clients, eliminating duplicative processes.
- Developing and implementing performance metrics to measure client satisfaction.
- Overseeing, managing and implementing training on Legal policies, coordinating with, stakeholders and Ethics & Compliance.

Project Management

- Overseeing and providing project management support for Legal projects and initiatives, such as contract management and law firm scorecard and metrics
- Making recommendations to the Americas RGC regarding resource allocation for projects.
- Handling other projects that may be requested by the Head of Legal Operations or Americas RGC.

General Administration

- Developing and implementing administrative policies and procedures, including on-boarding and off-boarding Legal personnel, Legal approval process, etc. to assure consistency.
- Managing and overseeing the engagement, on-boarding and off-boarding temporary and contract staff for Legal teams and providing such additional support as may be requested.
- Partnering with HR.

POSITION DESCRIPTION

- Coordinating CLE/training initiatives.
- Planning and coordinating Legal department meetings, Americas regional town halls and other regional events.
- Maintaining a departmental Organizational Chart, phone lists and email groups for the Americas Legal team, to include coordinating communications between and amongst the Americas team.
- Coordinating facilities management.
- Producing monthly reports.

Key Qualifications

- A minimum of seven (7) years of experience in running an operations function for a law firm or legal department of a multi-national company is required.
- A Bachelors degree is required; a JD or MBA is preferred, but not required.
- Experience working with a multi-national pharmaceutical company also preferred, but not required.
- Other requirements include—
 - Excellent ability to grasp legal and business issues quickly; strong analytical problem solving and decision making skills; exercise sound judgment and provide practical and constructive advice in a time-sensitive, dynamic and fast paced complex global environment;
 - Experience in contract lifecycle management, including process redesign, technology and project management;
 - Strong client orientation with a constructive approach to resolution of issues;
 - Demonstrated ability to provide sound and independent judgment, strategic thinking, creative thinking, prudence and maturity in complex and sensitive matters;
 - Experience with law department technologies, including but not limited to matter management, e-billing, document management, discovery management and contract management;
 - Strong problem solving skills with superior attention to detail to drive practice solutions to align with legal and business needs;
 - Strong project management experience/skills;
 - Ability to build relationships internally as well as externally; a results-oriented team player able to work in a highly collaborative business environment;
 - Excellent communication (written and oral) skills, including strong presentation



POSITION DESCRIPTION

 MAJOR, LINDSEY & AFRICA

and executive presence;

- Strong leadership and planning skills;
- Ability to differentiate effort from results;
- Excellent management skills, including the ability to effectively motivate and manage a team;
- Strong work ethic and ability to manage large workload, multi-task and focus on critical priorities and otherwise effectively meet client needs; ability to produce high quality work under deadline pressures;
- Excellent organization skills; detail-oriented and self-motivated; and
- A strong commitment to integrity and professionalism and a demonstrated passion for excellence.

**ASTELLAS IS AN EQUAL OPPORTUNITY EMPLOYER AND
ENCOURAGES DIVERSE CANDIDATES TO APPLY.**

Process

Submit a resume in Microsoft Word format with a letter describing your interest and relevant skills addressed to: AstellasLegalOps@mlaglobal.com.

Please do not contact the Company directly; all resumes sent to Astellas will be routed to MLA for handling and will create unnecessary delay.

No calls, please. You may be required to complete additional documents to be considered for this position.