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| **Date:** | November 20, 2017 | **Division:**  | Corporate |
| **Job Title:** | Senior Director, Legal Operations | **Location:** | Stamford |
| **Manager:** | Marisa Iasenza | **Country:**  | US |
| **Function:** | Legal | **Relocation:** | No |
| **Department:** | Legal | **Job Code**: | L031 |
| **Global Grade:** | 15 | **FLSA:** | Exempt |

**Job Description**

**Position Summary:** The primary goal of this position is to oversee the day-to-day operations of HARMAN’s Legal Department. This position coordinates activities such as the annual operating plan and department budgets, as well as other activities and projects as assigned by the General Counsel. The successful candidate will have a demonstrated track record of success with hands on execution in developing and implementing policies, procedures and processes to meet our business needs globally. The primary functions for which this person is responsible are strategic planning and execution, finance and budget management, legal information technology, e-discovery and records management, outside counsel and vendor management, and communications and administration.

**Supervisory Responsibilities:** Two direct reports.

**Job Responsibilities:** Reporting to the General Counsel based in Stamford, CT, this position’s essential duties and responsibilities will include:

* Providing creative thinking to help identify and develop cutting-edge strategies for increasing value and reducing outside legal spend while maintaining excellent legal representation and optimizing engagement practices with our law firms;
* Helping to manage external spend via financial analysis, benchmarking and proposing vendor alternatives, as well as negotiating agreements and alternative fee arrangements/discounts;
* Supporting department planning by tracking and reporting on key department metrics, business analysis and industry benchmarking;
* Owning legal department technology solutions, including contract management, records management and e-billing tools, to drive efficiency, collaboration and departmental alignment;
* Owning and continuing to develop the department wide web portal to support cross-departmental communication, policy compliance, access to key legal department tools and templates and to foster collaboration;
* Supporting e-discovery efforts, including vetting managed review providers and tool vendors;
* Managing legal department internal and external financial plans and budgets, including internal allocation process for legal department spend to business segments;
* Leading the strategic planning process to determine future headcount and spend by practice and site, and working as a primary interface between the Legal and Finance Departments; and
* Managing outside counsel relationship management program, matter management system, and internal legal billing team.

**Basic Qualifications:**

* B.A. required preferably in Business, Finance or equivalent.
* Minimum 10-15 years of experience focusing on legal department operations.
* Must have in-house experience with a global company demonstrating strong experience in the areas detailed above.
* Hands-on administration of contracts and contract database.
* Exceptional communication skills (verbal and written) with the ability to liaise with all areas of the business at all levels, including senior management.
* Technology-savvy; proficient in all Microsoft Office applications, especially Excel; expertise with e-billing solutions.
* Ability to work independently and take ownership of projects; demonstrated project management skills.
* Prior staff management experience.

**Preferred Qualifications & Desired Competencies:**

**Results-Driven**: Deliver extraordinary results

* Clear and strategic thinker; proven experience in translating strategies into actionable plans
* Capable of handling multiple projects/initiatives simultaneously and executing to completion
* Very strong organizational and project management skills

**Change Orientation:** Able to adapt to changing demands and conditions

* Act as a Change Management expert and enabler on various projects and programs across the business

**Collaboration:** Connect, engage and communicate with others

* Highly collaborative team player with a strong desire to make a meaningful impact
* Ability to work successfully in an entrepreneurial, fast moving environment
* Responsive, approachable and collaborative working style
* Ease in developing relationships of trust and confidence both within and outside Harman

**Leadership:** Demonstrate character, clarity, courage and commitment to high-performance

* Build environment of trust, high performance and engagement by establishing clear goals and a commitment to feedback, development and recognition

**Judgment**: Make sound decisions

* Demonstrate critical thinking to take appropriate risk and make sound and timely decisions

**Eligibility Requirements:**

* Willingness to travel 10% of the time.
* Willingness to work in an office in Stamford, CT.
* Any offer of employment is conditioned upon the successful completion of a background investigation and drug screen.
* Local residents preferred (no relocation)

**Other:**

* MBA/JD Preferred
* Professional demeanor, organized and detail oriented
* Strong work ethic
* Superior organizational, communication and follow-up skills
* Ability to react quickly with a strong sense of urgency
* Ability to prioritize multiple tasks and respond promptly to shifting priorities
* Strong interpersonal skills
* Ability to work well in a team environment, and under strict time constraints

**About HARMAN International**

Headquartered in Stamford, Connecticut, HARMAN designs, manufactures and markets premier audio, visual, infotainment and enterprise automation solutions for the automotive, consumer and professional markets. With leading brands including AKG®, Harman Kardon®, Infinity®, JBL®, Lexicon®, Mark Levinson ® and Revel®, the Company is admired by audiophiles, musicians and the entertainment venues where they perform. More than 25 million automobiles on the road today are equipped with HARMAN audio and infotainment systems. HARMAN has a workforce of approximately 26,000 people across the Americas, Europe, and Asia and reported sales of $7.4 billion during the 12 months ended June 30, 2017. HARMAN is an Equal Opportunity, Affirmative Action employer. Minorities, women, veterans and individuals with disabilities are encouraged to apply. HARMAN offers a great work environment, challenging career opportunities, professional training and competitive compensation. Looking for a challenge where your experience is valued? Come see what you can achieve as a leader with HARMAN! (www.harman.com)