

# Manager of Legal Recruiting & Professional Development (EMEA) – Fixed Term Contract

## Legal Recruiting & Professional Development Department

**Objective:** To deliver quality-driven and timely professional recruitment and professional development across the Firm's EMEA offices, with particular focus on graduate hiring programmes.

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### Qualifications:

- A minimum of five years of broad-based career development and recruiting experience. Significant experience in legal, consulting, or other professional services organisations, preferred.
- Familiarity with the legal education and professional systems across EMEA.
- Excellent written and verbal skills.
- Experience of working in a high performance, international, multi-office environment.
- An international outlook and cultural awareness.
- Commitment to own professional development and growth.
- Strong interpersonal skills, including the ability to work effectively in a consensus-driven organization.
- Expert understanding of best practices in professional development and career development.
- Strong interpersonal skills, including the ability to work effectively in a consensus-driven organisation and to create consensus-based support for strategies and processes.

### Duties and Responsibilities:

#### Graduate Hiring

- Primary point of contact and subject-matter expert, both internally and externally, for graduate recruitment, spanning candidate attraction, candidate selection, and onboarding.
- Day-to day leadership of the graduate team, providing direction, coaching, and development to coordinator and assistant.
- Build and maintain relationships with key internal and external stakeholders, working closely with the Graduate Recruitment partners, the Training Principal, and other key contacts within the business.
- Lead, influence, and oversee the Firm's graduate recruitment marketing (in EMEA).
- Support the Practice Group heads and other partners to manage their graduate recruitment needs across the EMEA offices from inception of a vacancy to onboarding of the successful candidate. This includes supporting in drafting job descriptions, agreeing candidate specifications, advising on recruitment strategies and selection techniques, selecting and briefing agencies, screening candidates, scheduling interviews, and preparation and delivery of offers.
- Overall responsibility for CovInsights, Vacation Schemes, DGComp (in Brussels), and recruitment processes, leading as well as delivery working closely with the rest of the team.
- Oversee and manage relationships with universities, liaising with career services, law faculties, and key student societies, and attending events where required. Understanding of various jurisdictional requirements.
- Oversee the delivery of the annual Graduate Recruitment marketing campaign.

### **Qualifications (continued):**

- An undergraduate degree required, an advanced degree in organisational development, human resources, social sciences, a related field or law degree preferred.
- Passion for delivering change and innovative solutions.
- A highly organized and self-directed approach to work with the ability to manage multiple projects simultaneously. Impeccable attention to detail.
- Strong analytical and problem-solving skills. Sound judgment.
- Proficiency in MSWord, Excel, and PowerPoint. Well versed in Apply4Law (preferred), or a similar recruiting database/software.
- Some travel may be required.

### **Duties and Responsibilities (continued):**

- Work closely with the DEI team, manage key relationships with Diversity partner organisations, and ensure the Firm's graduate recruitment process supports the diversity agenda.
- Design and host recruitment-related presentations and training sessions.
- Promote all aspects of employer branding (ensuring adherence to the Firm's branding guidelines), including review and updates of all promotional materials, publications, social media, and advertising.
- Maintain positive working relationships with legal search firms, as well as other recruitment contacts and resources. Acting as an ambassador for the Firm at all times.
- Using relevant tools, preparation of management reports to assess return on investment of attraction strategies, efficiency of processes and diversity of our talent pool. Maintain the tracking of all candidates using local tools and via vIDesktop. Use data to monitor trends and identify actionable insights.
- Maintain a program of liaison with future recruits.

### **Candidate Management**

- Responsible for screening applications, reviewing interview feedback, and acting as a Group Assessor, ensuring that screening processes follow internal guidelines and hiring decisions are made and communicated in a professional and timely manner.

### **Professional Development**

- The Manager of Legal Recruiting & Professional Development (EMEA), will work alongside the Director of Legal Recruiting and Professional Development (EMEA) and the Managing Partners for Legal Personnel (MPLPs) on all aspects of Trainee professional development across the EMEA offices. Develop, implement, and lead firmwide Trainee professional development strategies.
- Identify Trainee and junior Associate career development needs, and design and manage the implementation of programmes relating to lawyer career development.

## **Duties and Responsibilities (continued):**

- Provide support to the MPLPs with regards to Trainee needs including staffing and utilization. Provide ongoing analysis of workloads; track skills and experiences needed to make recommendations on staffing needs.
- Create and maintain relationships within the Firm at all levels, establishing a reputation as a trusted advisor for career advice and guidance.
- Liaise with Professional Development teams in other offices on Professional Development training and initiatives.
- Meet with Trainees to welcome them to the Firm and provide them with resources available to them through the Professional Development Department.
- Provide confidential advice and guidance to Trainees on all aspects of career growth and development, including career planning and management, time and project management, work/life balance, transitions to/from leaves, and potential next steps in their professional careers.
- In collaboration with the wider team, oversee administration of performance evaluation processes for Trainees. Review, edit, and prepare evaluations for distribution.
- Develop and maintain annual budget for firm-wide Professional Development and Trainee initiatives and training; manage monthly reporting and variance analysis; administer department contracts.
- Monitor current trends and best practices in legal talent and professional development - implement new innovations, as appropriate, to ensure the Firm's efforts are innovative and cutting edge.

### **General**

- Work closely with the Director, escalating matters where appropriate.
- Assist with monitoring spend against budget and contribute to preparation of annual budget related to graduate hiring.
- Promote diversity principles and good practice, providing advice on current initiatives and supporting new diversity initiatives and projects.

### **Duties and Responsibilities (continued):**

- Work with the EMEA HR team to ensure a joined-up approach to ensure that a seamless service is provided to the business.
- With the input of external advisers, to co-ordinate visa applications for future trainees, and secondees as required.

**Status:** Exempt

**Reports To:** Director of Legal Recruiting & Professional Development (EMEA)

**Workplace Type:** Hybrid

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