

Manager of Professional Development (EMEA)

Professional Development Department

Summary: The Manager of Professional Development will work alongside the Director of Legal Recruiting and Professional Development (EMEA) and the Managing Partners for Legal Personnel (MPLPs) on all aspects of lawyer professional development across the EMEA offices. The Manager will develop, implement, and lead firmwide lawyer professional development strategies.

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Qualifications:

- An undergraduate degree required; an advanced degree in organizational development, human resources, social sciences, a related field or law degree preferred.
- Significant experience in legal, consulting, or other professional services organizations, preferred.
- Demonstrated success establishing, developing, and managing robust career development functions in a national or international, multi-office environment.
- Expert understanding of best practices in professional development and career development.
- Strong interpersonal skills, including the ability to work effectively in a consensus-drive organization and to create consensus-based support for strategies and processes.
- Passion for driving change and delivering innovative solutions.
- Excellent written and verbal skills.

Duties and Responsibilities:

- Identify associate, counsel, and partner career development needs, and design and manage the implementation of programs relating to lawyer career development.
- Provide support to the MPLPs with regards to associate 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 associates 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 lawyers at varying levels of seniority 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 associates and counsel. Review, edit, and prepare evaluations for distribution.
- Work with the Associate Advisory Committee to address career and general professional development feedback from associates, and to update and enhance new associate and orientation and lateral lawyer integration training programs.
- Manage the exit interview process.
- Oversee Covington Academy, skills-based training, as well as communication skills and writing coaching programs firmwide.

Qualifications (continued):

- 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.
- Experienced facilitator/trainer (for skills development).
- Coaching qualification desirable.

Duties and Responsibilities (continued):

- Manage associate mentoring program for EMEA.
- Develop and maintain annual budget for firm-wide Professional Development 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.

Status: Exempt

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

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