Job Opportunity

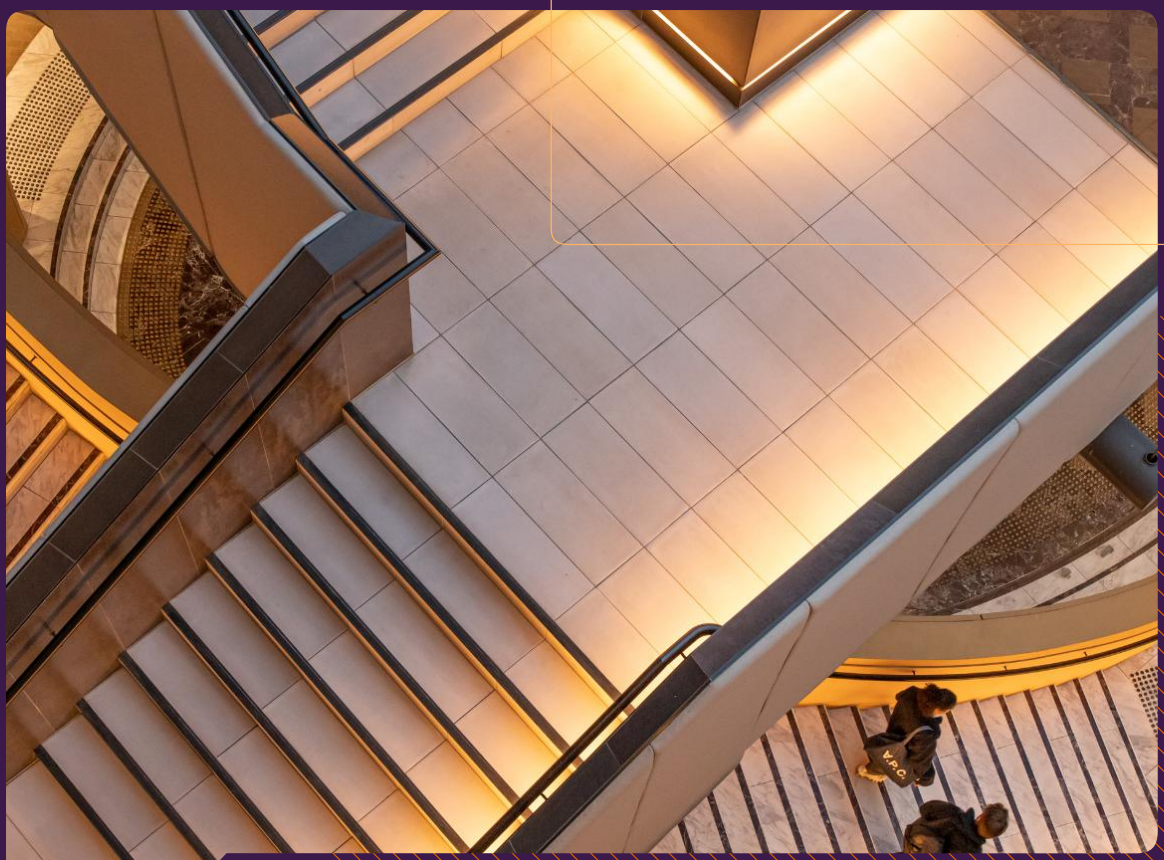
Title: Senior Legal Technologist

Department: Information Technology

Reporting to: Head of Legal Technology

Working hours: 9.30am - 5.30pm hybrid working with a requirement to be in the office three days per week.

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.

Role Specification

As part of our strategic growth and digital transformation journey, we are seeking a Senior Legal Technologist to join our Legal Technology team. This role is central to our ambition to embed innovation, streamline legal service delivery, and enhance client value through the smart use of technology.

The Senior Legal Technologist will work closely with lawyers and clients to design, develop, and implement bespoke legal technology solutions. You will lead initiatives in document automation, process improvement, and AI-driven legal workflows, helping to transform how legal work is delivered across the firm.

This is a hands-on, strategic role for someone who thrives on solving complex problems, enjoys working collaboratively with legal teams, and is passionate about the potential of legal tech to drive meaningful change.

> Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.
>
> Nicola Thomas, Head of Talent Acquisition

Key Responsibilities

- Act as a trusted advisor to legal teams, and business analyst for legal technology initiatives, leading requirements gathering, stakeholder workshops, and process analysis to ensure solutions address genuine legal and business needs.
- Collaborate with legal teams to identify opportunities for automation, efficiency, and innovation in legal processes and client service delivery.
- Play a central role in the firm's strategic legal technology initiatives, focusing on establishing and refining the operating model, and ensuring strong adoption, engagement and measurable value from the firm's document automation platform, legal AI tools and firmwide GenAI capabilities.
- Take a lead role in establishing and deploying a scalable framework for document automation projects, to support an efficient, consistent, and progressive approach to legal drafting and client service improvements across the firm.
- Work with legal teams to develop and implement AI-powered practice specific use cases, leveraging newly onboarded legal AI tools and building agentic workflows to drive efficiency.
- Work in partnership with the Head of Legal Technology to support the delivery of the firm's Legal Technology strategy, ensuring alignment with broader innovation and digital transformation goals.
- Work with the Change and Adoption Lead to coordinate and contribute to the delivery of the firm's change training programme, ensuring that legal technology initiatives are supported by effective training and user engagement.
- Provide ongoing training and support to legal and business services teams to drive adoption and confident use of new and existing tools and technologies.
- Take a lead role in product and departmental feedback groups, gathering insights to inform continuous improvement and user-centric development of legal tech solutions.
- Manage end-to-end project lifecycles, from requirements gathering and prototyping to testing, rollout, and post-implementation support.

- Maintain and enhance the firm's legal tech stack, evaluating new tools and technologies and making recommendations for adoption.
- Monitor usage, gather feedback, and continuously improve solutions based on user needs and evolving legal practice requirements.
- Contribute to the firm's innovation strategy by identifying trends, benchmarking against peers, and sharing insights on emerging legal tech developments.

Technical Skills & Experience

- At least 3 years' experience in a similar role.
- Ideal candidate has previous experience as a qualified lawyer, paralegal, trainee, or legal operations professional, though this is not essential.
- Experience using legal AI platforms and workflows (e.g. Harvey, CoCounsel, Legora or similar) and their application in contract review, due diligence, or legal research.
- Experience with HighQ Collaborate, DocuSign, SharePoint and other legal collaboration or workflow tools.
- Strong understanding of legal workflows and experience in process mapping, optimisation, and automation.
- Some experience with document automation solutions (e.g. Document Drafter, Contract Express, HotDocs, or similar).
- Ability to manage multiple concurrent projects, with strong organisational and stakeholder management skills.
- Comfortable working with data, APIs, and integrations; ability to liaise effectively with IT and vendors.
- Experience delivering training and support to legal professionals, with a focus on user adoption and change management.

Person Specification

- A passion for legal technology and innovation, with a strong track record of delivering impactful solutions in a legal or professional services environment.
- A genuine curiosity about how legal work is done, coupled with a strong drive to simplify, streamline and improve the way legal processes operate in practice.

- Excellent problem-solving skills, with the ability to think creatively and strategically about legal service delivery.
- Strong interpersonal and communication skills, with the ability to build trust and influence at all levels of the firm.
- A proactive, self-starter mindset with a commitment to continuous improvement and professional development.
- A collaborative and consultative approach, with the ability to work effectively across multidisciplinary teams.
- High attention to detail, quality-driven, and committed to delivering user-centric solutions.
- Adaptability and resilience in a fast-paced, evolving environment.
- A professional, approachable, and can-do attitude aligned with the firm's values and growth ambitions.



Benefits



Benefits

We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office- based and home working which is a discretionary benefit depending on the role and responsibilities.

On joining	• Life assurance scheme – 5x annual salary (non-contributory) • Annual holiday entitlement – 26 days per calendar year (full time) • Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees) • Recruitment (staff introduction) bonus – £1,000 - 5,000 • Personal training/yoga – free weekly sessions • Free online GP service – 24/7 video GP consultations • Yoga and physical training sessions • Hybrid working allowance • Everyday lifestyle savings via Vivup • IHG hotels discounts
After 2 months	• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled) • Processed via salary sacrifice 50% of employer NI savings added to contribution
After 3 months	• Group income protection • Season ticket interest free loan • Private Dental Plan – payable through monthly payroll • Gymflex scheme • Eye test vouchers – every two years • Cycle to Work scheme
After 6 months	• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid • Marriage/Civil Partnership gift • Private Medical Insurance Scheme

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.

Family Friendly Policies

Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies cover:



Maternity
We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility. If eligible, EMP provides 100% of your salary in weeks 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

Paternity – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



Shared Parental Leave (SPL) – SPL allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



Adoption and Surrogacy
Full details can be found in our staff handbook, which will be provided upon offer of employment.



Ordinary Parental Leave – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

*further details of our family friendly policies can be found in the Staff Handbook

Inclusion & Diversity

Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

Developing a diverse leadership – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 30% female representation by 2025.

Attracting a diverse workforce – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

I&D at Fladgate →

As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success.

Helen Curtis-Goulding
I&D Partner Lead



Wellbeing

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



Physical Health

- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app
- Bupa private medical insurance (optional benefit to join after six months' service)



Financial Health

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

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