

Director of Professional Development

The Director of Professional Development is responsible for Torkin Manes' legal talent management strategy which includes the acquisition of top legal talent at the associate and student level, overseeing the performance and compensation processes for the associate and student groups, as well as continuous professional development of all Torkin Manes' lawyers and students.

Responsibilities:

- **Talent Acquisition** – source and acquire legal professionals at the associate and student level, including in-firm interview coordination and on-campus interview participation. Manage the student hire-back decision making process.
- **Onboarding** – effectively integrate new legal talent by developing and implementing a robust onboarding program for new recruits.
- **Mentoring Program** – oversee the firm's mentorship program, including mentor assignment and training.
- **Learning and Development** – create and manage a best-in-class curriculum for all lawyers and students by providing a comprehensive annual CPD compliant program, consisting of internal and external programs, for legal professionals firm-wide. Develop project plans, including budgets and metrics and monitor, evaluate and report on the progress of plans to the firm's Management Committee.
- **Performance Management** - Collect, review and compile performance review feedback and ensure effective communication. Monitor associate and student workload to balance utilization with performance and overall job satisfaction.
- **Compensation Planning** – Work with senior management to ensure an effective compensation program for associates and students. Maintain awareness of the external legal marketplace and use that insight to report and adjust plans accordingly and in-line with the firm's pay philosophy.
- **External Relationship Building** - Serve as the Firm's primary contact for the law schools, including participating in Career Fairs and management of Firm initiatives at the schools. Serve as the primary contact for the Firm to the Law Society of Ontario with respect to students, and monitor and respond to changes in the licensing requirements for students being called to the Bar, including addressing any qualification changes.

Qualifications

- 5+ years' talent management experience, with a focus on recruitment, mentoring, and developing lawyers and students.
- LL.B./J.D. and practice experience in a mid-size firm or larger required.
- Demonstrated ability to accurately and efficiently measure professional and workplace performance against Firm standards and report results to management.
- Strong project management skills with the ability to create, execute, monitor and report back on plans and budgets.
- Knowledge of and familiarity with diversity and inclusion best practices.
- Proven ability to build and manage positive professional relationships both internally and externally.

Interested candidates should submit their confidential cover letter and resume to Nicole Hunter, Director of Human Resources, at nhunter@torkinmanes.com by April 19th, 2019.

We welcome applications from all qualified candidates and we thank all those who apply, however, only those selected for an interview will be contacted.

Torkin Manes LLP is a proud member of the Law Firm Diversity and Inclusion Network (LFDIN) and an employer partner of the Canadian Centre for Diversity & Inclusion (CCDI). We are an Equal Opportunity Employer that is committed to inclusive, barrier-free recruitment and selection processes. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, we provide employment accommodation during the recruitment, selection and/or assessment processes. Should you require an accommodation, please inform us as soon as possible, and we will work with you to meet your accessibility needs.