Firm/Company Name Ballard Spahr LLP

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Job Title [Position]:	Senior Legal Solutions Analyst	**Job Category:**	Information Technology
Department/Group:	System Innovation	**Posted By:**	Gina Emery-Duplechan
Location:	1735 Market Street	**Travel Required:**	10%
Level/Salary Range:	Negotiable	**Position Type:**	[i.e.: full-time, part-time, etc.] Full-Time
HR Contact:	Gina Emery-Duplechan	**Date posted:**	2/7/2019
Reports to:	Director of Change Managemer	**Posting Expires:**	[i.e., 30-days] 60 days

Applications Accepted By:

Fax or E-mail: 215.525.5096 **Attention:** Gina Emery-Duplechan	**Mail:** 1735 Market Street Philadelphia, PA 19103

Job Description

Brief Summary:

If you are looking to join a dynamic group who is passionate about making a difference in the business of the firm by focusing on client collaboration, process/practice efficiencies and client business value, look no further than our careers website. The System Innovation department of Ballard Spahr has an exciting opportunity available for a Senior Legal Solutions Analyst. This position is a multi-competency role that encompasses relationship management, business needs analysis, learning development, design thinking and user adoption. The position offers opportunities to participate in a range of innovative projects and initiatives; working with attorneys, support staff, developers, data managers, project managers, vendors and others to design and deliver tools that improve the firm's ability to better serve our clients. This position can be located in any Ballard Spahr office.

Duties:

The selected individual will develop and maintain strong working relationships with individuals at all levels of the organization. He or she will have strong detail orientation, planning, management and communication skills, demonstrated organizational ability, project responsibility or project management and a demonstrated ability to work on a team to accomplish specific outcomes. Above average technical aptitude; understanding technical concepts and the ability to translate concepts to actionable requirements as well as have the ability to quickly become familiar with technology and software products, required.

Skills/qualifications:

A Bachelor's degree in a related discipline, 3-5+ years of experience utilizing current, iterative business analysis techniques and tools and delivering solutions that are design-centered and focused on user interface and user experience are required. Knowledge of modern learning development principles and techniques and their application to knowledge transfer, retention and adoption strongly desired.

[NOTE: Attach separate sheet(s) as necessary with the complete job description]