

Title: Senior Legal Technologist
Department: Information Technology
Reporting to: Head of Legal Technology



ROLE OVERVIEW

Fladgate is a leading UK-based law firm focused across the Corporate, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £88m with over 390 people, all operating from a single office based in Covent Garden, London.

As part of our strategic growth and digital transformation journey, we are seeking a Senior Legal Technologist to join our Legal Technology team. This newly created 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, business services, 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.

Role Responsibilities

- 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, including the piloting and onboarding of a new document automation platform, the selection and implementation of a legal-specific AI tool, and the rollout of GenAI capabilities across the firm.
- 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.
- Liaise with the IT & Change Training Manager 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.
- Act as a trusted advisor to legal teams, translating legal requirements into technical solutions and ensuring alignment with business goals.
- 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 AND EXPERIENCE

- **Document Automation:** Proven experience designing and implementing document automation solutions (e.g. Document Drafter, Contract Express, HotDocs, or similar).
- **Legal AI Tools:** Familiarity with legal AI platforms desirable (e.g. Harvey, CoCounsel, Legora or similar) and their application in contract review, due diligence, or legal research.
- **Collaboration Platforms:** Experience with HighQ Collaborate, DocuSign, SharePoint and other legal collaboration or workflow tools.
- **Process Improvement:** Strong understanding of legal workflows and experience in process mapping, optimisation, and automation.
- **Project Management:** Ability to manage multiple concurrent projects, with strong organisational and stakeholder management skills.
- **Technical Acumen:** Comfortable working with data, APIs, and integrations; ability to liaise effectively with IT and vendors.
- **Training & Support:** Experience delivering training and support to legal professionals, with a focus on user adoption and change management.
- **Legal Knowledge:** Previous experience as a lawyer, trainee, or legal operations professional is desirable but not essential.

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.
- 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

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
- Staff introduction bonus – £1,000 - 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service – 24/7 video GP consultations

AFTER 2 MONTHS

- Group personal pension plan of 4% - 5% employer contributions
- Matching employee contributions of 4% - 5% (automatically enrolled)
- Processed via salary sacrifice 50% of employer NI savings added to contribution

AFTER 3 MONTHS

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

AFTER 6 MONTHS

- Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid

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.



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 1-16 and 50% of your salary in weeks 17-28. Weeks 29-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least six months from the date of your return to work before providing notice of resignation*.

Paternity – We offer enhanced paternity pay (EPP) as full basic pay for up to three weeks*.

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

Adoption and Surrogacy*

Ordinary Parental Leave – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children*.

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





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.

Helping all our people in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.



“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

[Click here](#)

I&D at Fladgate

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.



- Bupa private medical insurance (optional benefit to join after six months' service)
- 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



PHYSICAL 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



MENTAL 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



FINANCIAL HEALTH

- 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



SOCIAL & CSR