32304BR

Job Title: Legal Operations Manager/Director

Business Segment: Staff

Sub-Business: Corporate Legal

Posting Category: Legal & Business Affairs

About Us: NBCUniversal is one of the world’s leading media and entertainment companies in the development, production, and marketing of entertainment, news, and information to a global audience. NBCUniversal owns and operates a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, and world-renowned theme parks. NBCUniversal’s policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law.

Career Level: Experienced

Country: United States

State/Province: New York

City: New York

Responsibilities: This position will report to the Senior Vice President and Chief Counsel for Legal Operations to help manage the department's operational functions, which include budgeting, technology, and professional development. This position will assist in creating best in class systems, policies and processes required for maximum efficiency and alignment within the department and cross-functionally. This role will work collaboratively with other departments, including Finance, IT and Human Resources. Position will require strong emphasis on strategic vision and planning, including accountability for the department’s work processes and systems strategy.

Responsibilities

•Liaise with IT, Finance, HR, and key stakeholders to establish best practices and drive efficiency throughout the Legal department.

•Set strategy and direction as it relates to the identification and implementation of Legal department technology solutions. Manage system deployments, enhancements and related process guidelines, often in conjunction with Comcast’s Technical Ops Team.

•Assist with Legal department financial planning activities and budget analysis. Assist in development of strategic plan for the department, benchmarking against other legal organizations similarly situated.

•Organize and manage projects as it relates to professional development for the Legal department.

•Assist with management of outside counsel and vendor relationships.

•Analyze data and design dashboards of departmental health and effectiveness indicators to facilitate resource allocation and other management decisions; develop and oversee Key Performance Indicators for monitoring and reporting of departmental performance; work with Finance, IT and other departments to ensure that data supporting departmental dashboard and KPIs are collected in an accurate manner and made available for use in a timely fashion.

•Manage special projects as designated.

Qualifications/Requirements

Basic Qualifications

•B.A. or B.S. degree.

•5+ years of experience in an analytical, data driven, and entrepreneurial environment.

Eligibility Requirements

•Interested candidate must submit a resume/CV through www.nbcunicareers.com to be considered.

• Must be willing to work in New York, NY. Periodic work travel may be required.

• Must have unrestricted work authorization to work in the United States.

Desired Characteristics Desired Characteristics

•M.B.A. or J.D. preferred.

•Experience in media industry or legal field preferred, but not required.

•Experience in developing and implementing technology solutions.

•Strong analytical, problem-solving and written and oral communication skills. Demonstrated ability to communicate concisely with a wide variety of audiences, including senior management, and proven aptitude to engage, influence and align internal and external stakeholders.

•Proactive, entrepreneurial approach to recognizing needs, solving problems, anticipating issues and developing solutions; excellent business judgment and strategic thinking.

•Experience collaborating with cross-functional groups to set objectives and produce results.

•Superior organizational skills, ability to prioritize well, work efficiently, execute and demonstrate flexibility as workloads fluctuate.

•Expertise in Microsoft programs including Outlook, Word, PowerPoint and advanced proficiency with Excel (v-lookup, pivot tables, charts, and formulas). Comfortable with technology.