

## Job Description

<b>Title:</b>	Knowledge Analyst
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications welcome
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Head of Knowledge
<b>Department:</b>	Research, Information & Knowledge
<b>Purpose of job:</b>	<p>We are seeking a proactive Knowledge Analyst to support our central Knowledge function. You will combine Knowledge Management expertise with a strong interest in AI-enabled tools to help deliver modern, efficient, insight-driven knowledge solutions across the firm.</p>

This role focuses on managing know-how, with particular emphasis on AI-enabled knowledge management, curation, and innovation (such as capturing tacit expertise). You will play an active role in supporting and guiding the use of AI technology and LegalTech in ways that supplement and support traditional methods of delivering legal services.

### Key responsibilities will include:

#### Knowledge Management & Curation

- Curate, structure, and maintain high-quality knowledge bases (templates, know-how, guides, checklists, workflows)
- Ensure content is updated, well-indexed, and aligned to the firm's knowledge lifecycle
- Improve findability and accessibility using modern taxonomy, metadata, and search optimisation
- Review and maintain precedents and practice notes
- Develop and maintain effective systems for collecting knowledge resources, ensuring comprehensive materials are accessible to all lawyers

#### AI, Automation & Insight Tools

- Work with the firm's AI tools to:
  - Train prompts
  - Enhance findability through modern ontologies and metadata
  - Support document automation
- Identify opportunities where automation can support efficiency
- Work with the KM/Innovation leadership on AI pilots and adoption
- Collaborate on developing new knowledge products and services

#### Stakeholder Engagement

- Work with partners, associates, Knowledge Lawyers, and Business Development teams to gather requirements and support solutions
- Advocate reuse and innovation
- Build trust and rapport across teams
- Develop relationships with peers within the firm and externally

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- Work with Knowledge Lawyers and other Knowledge Analysts and across the firm to support cross-practice initiatives and consistent KM standards

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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## Person Specification Job Title: Knowledge Analyst

	<b>Essential</b>
<b>Education/ Qualification:</b>	<ul style="list-style-type: none"> <li>• Interest in knowledge management, legal technology, or information management</li> <li>• Interest in working within the legal field</li> </ul>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"> <li>• Interest in and hands-on experience (or strong willingness to learn) with AI-enabled tools and how they interact with curated content</li> <li>• Strong Knowledge Management (KM) fundamentals (taxonomy, curation, governance) or demonstrable ability to learn quickly</li> <li>• Ability to work with templates, precedents, workflows, document automation, and digital KM tools</li> <li>• Excellent drafting and analytical skills; clear, structured presentation</li> <li>• Ability to work under pressure and meet deadlines</li> </ul>
<b>Client Care:</b>	<ul style="list-style-type: none"> <li>• Commercial awareness and initiative</li> <li>• Prioritise work to progress matters and meet deadlines</li> <li>• Build trust and rapport across teams</li> <li>• Develop internal and external relationships; identify networking opportunities</li> </ul>
<b>Firm wide skills:</b>	<ul style="list-style-type: none"> <li>• Good working knowledge of Microsoft packages and other relevant IT systems</li> <li>• Knowledge of (or ability to learn) document automation systems</li> <li>• Has an awareness of the importance of client confidentiality, information security and data protection</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>• Curious, analytical, self-directed</li> <li>• Comfortable with ambiguity; able to synthesise complex issues clearly</li> <li>• Excellent verbal and written communication at all levels</li> <li>• Collaborative, positive, and delivery-focused</li> <li>• Promote a collegiate, inclusive, and respectful team environment</li> <li>• Proactive, enthusiastic, and conscientious</li> <li>• Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding.</li> </ul>

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.