

Job Description

Title:	Knowledge Manager (Regulatory, AI & KM Innovation)
Hours:	9.30 am to 5.30 pm, and as required, applications for flexible or longer working hours considered
Working week:	3 days per week
Responsible to:	Regulatory Partner
Department:	Regulatory
Purpose of job:	We are seeking a proactive Knowledge Manager to support our market-leading legal services regulatory team. You will combine expertise in knowledge management, strong legal and technical understanding, and an AI-driven, product-focused mindset to deliver modern, insight-driven solutions.

Kingsley Napley's legal services regulatory team acts for regulated law firms and individuals working within them who seek advice in relation to regulation; risk and compliance; professional conduct matters; regulatory investigations; and disciplinary proceedings. This work includes representing barristers and judges, as well as advising chambers and legal services regulators on their regulatory schemes. This role centres on managing knowhow with a focus on AI enabled curation and innovation. You will guide the team's use of legal tech, ensuring it complements and supports traditional methods of delivering legal services to clients.

Specific Duties:

- Work with the legal services regulatory core team and the firm's Knowledge & Innovation team to gather requirements and develop new products and services for the team and its clients.
- Curate and maintain a high-quality knowledge base (precedents, playbooks, automated workflows) aligned to the firm's knowledge lifecycle.
- Optimise AI and knowledge tools by:
 - Training prompts
 - Enhancing findability through modern ontologies and metadata
 - Supporting document automation
- Collaborate on AI pilots and adoption, working with KM/Innovation leadership.
- Apply product-thinking to knowledge solutions with roadmaps, user testing, feedback loops, analytics, and continuous iteration.
- Foster a culture of collaboration, reuse, and innovation across the legal services regulatory team.
- Work with PSLs and Knowledge Managers firmwide to drive 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 are 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 Manager (Regulatory, AI & KM Innovation)

	<u>Essential</u>
Knowledge and Technical Ability:	<ul style="list-style-type: none"> • Experience in a law firm, ideally with some exposure to regulatory law or a regulatory-focused Knowledge/Research role. • Interest in and hands-on experience with AI-enabled legal tools and how they interact with curated content • Strong KM fundamentals (taxonomy, curation, governance) • Ability to work with templates, precedents, workflows, document automation, and digital KM tools • Demonstrable product mindset: roadmaps, iterative testing, analytics • Excellent drafting and analytical skills; clear, structured presentation
Client Care:	<ul style="list-style-type: none"> • Commercial awareness and initiative • Prioritise work to progress matters and meet deadlines • Build trust and rapport within the legal services regulatory team • Develop internal and external relationships; identify networking opportunities
Firm wide skills:	<ul style="list-style-type: none"> • Good working knowledge of Microsoft packages and other relevant IT systems • Understanding the business environment in which the firm operates and considering the commercial and wider performance implications of decisions and actions • Has deep awareness of the importance of client confidentiality, information security and data protection
Attributes:	<ul style="list-style-type: none"> • Curious, analytical, self-directed; quick to grasp regulatory concepts • Comfortable with ambiguity; able to synthesise complex issues clearly • Excellent verbal and written communication with lawyers at all levels • Collaborative, positive, and delivery-focused • Promote a collegiate, inclusive, and respectful team environment • Proactive, enthusiastic, and conscientious

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.