

Knowledge & Innovation Manager (Litigation)

Department: Knowledge & Innovation

The firm

Bristows is a market leading law firm with a global client base across the life sciences and technology sectors. The firm has maintained its high standing in the market with the strength of our legal expertise and our unique firm culture driven by our core values.

The role

The Knowledge & Innovation Manager (Litigation) is the dedicated knowledge and innovation business partner to the firm's contentious practices.

The role focuses on procedural know-how, workflow improvement and technology rather than legal drafting. It is a hands-on role: the postholder delivers work personally and is responsible for a knowledge and innovation plan for each aligned group.

Practice groups bring their knowledge, process and technology needs to this role, which develops practical solutions that help lawyers work more effectively.

Key responsibilities

Practice partnership

- Act as the main Knowledge & Innovation contact for the aligned contentious practice groups, building a detailed understanding of their work, pressures and priorities.
- Maintain a practical knowledge and innovation plan for each group, agreed with its leadership and reviewed regularly.
- Respond directly to practice needs and bring together the right knowledge, process and technology support where a broader solution is required.

Process and procedural knowledge

- Develop and maintain practical contentious know-how, including procedural guides, checklists, workflow maps, playbooks, templates and pleadings or submissions banks.
- Capture matter experience and lessons learned, turning useful information into structured, reusable intelligence.
- Define and maintain appropriate terminology, structures and standards for contentious know-how, ensuring material is captured and maintained consistently.

AI and legal technology

- Identify high-value AI and legal technology opportunities in contentious work and support structured pilots with the aligned groups.

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- Produce practical guidance and prompt libraries for approved tools, informed by the needs and working practices of each group.

Adoption and ways of working

- Lead adoption activity within the aligned practice groups through practical training, guidance, champion activity and hands-on support.
- Identify opportunities to improve disputes workflows and work with lawyers to design and embed practical solutions.

Skills & experience

- Deep understanding of how contentious legal work runs in practice, including the litigation lifecycle, court procedure, disclosure and evidence workflows. Relevant backgrounds may include knowledge, paralegal, litigation support or practice management roles.
- Experience in knowledge management, innovation or legal technology within a law firm, with evidence of proactive, hands-on delivery.
- Hands-on experience piloting or implementing legal technology with disputes teams.
- Excellent stakeholder skills and the credibility to challenge and influence partners.
- Line management experience desirable.
- A track record of spotting opportunities to improve the way work is done and acting on them without waiting for direction. Raises risks early and proposes a practical way forward.

Our values & culture

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. We have introduced a Remote Working Policy which enables staff to work in an agile way – we do not monitor attendance but ask that everyone spends more time in the office than out of it, typically three days a week for full time staff.

Our firm values, which we very much “live”, are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. None of our lawyers have billing targets which means we can focus on doing the best for our clients while also having the time and capacity to assist each other in a genuinely collaborative working culture.

Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. Mentoring schemes are available for fee earners while members of the HR team can provide personal coaching and guidance in non-legal and personal management skills.

Personal and professional development is much valued at all levels so we have a generous budget which enables us to meet most ad hoc requests for additional training.

Reward & benefits

Our salary and bonus structure reflects our absence of billing targets and collaborative culture and any bonus is paid as a simple percentage bonus across the whole firm. We have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families.

Diversity & inclusion

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society's Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years.

We have an active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive.

It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation. For more information about EDI policies and practices at the firm, please [see here](#). For more information on our [firm values, see here](#).