



## Burford Capital LLC HR & Office Manager Chicago, IL

Burford Capital is the leading global finance and asset management firm focused on law. Its businesses include [litigation finance](#) and [risk management](#), [asset recovery](#) and a wide range of legal finance and advisory activities. Burford is publicly traded on the New York Stock Exchange (NYSE: BUR) and the London Stock Exchange (LSE: BUR), and it works with law firms and clients around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

The Firm seeks to hire a Human Resources & Officer Manager to oversee the HR functions and administrative operations of the Chicago office, as well as to lead and participate in global HR and Administration projects. The role will report to the Managing Director & Chief Innovation Officer in Burford's NY office and will work closely with the HR/Admin teams in the New York and London Offices.

The role will be located in Burford Capital's Chicago office.

[www.burfordcapital.com](http://www.burfordcapital.com)

### COMPANY OVERVIEW

Burford Capital is the largest and most experienced provider of commercial finance to the legal sector in the world, with a core expertise in identifying and optimizing the value of legal assets for companies and law firms. Since its founding in 2009, Burford has worked with hundreds of law firms and corporations, including 93 of the AmLaw 100 and 89 of the Global 100 largest law firms. Our team has grown from five people at the end of 2009 to over 130 people today, including some 60 lawyers.

Burford possesses the resources and expertise of a large company while retaining the flexibility and creativity of a startup. Team members are smart, creative, collaborative, curious, and confident. Everyone rolls up their sleeves to perform and engage collectively for the overall success of the business. Burford values rigorous thinking, clear communication, and efficient execution.

Change - and the uncertainty and alterations in course and priority that accompany change - is a constant in Burford's business. Enthusiasm for change in a rapidly developing market is essential.

Burford pays base salaries consistent with the financial services industry, favors incentive compensation to reward performance, and provides competitive health care benefits and a 401k matching program. Burford Capital is committed to increasing diversity and maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status, whether or not they have a disability.

## POSITION REQUIREMENTS

### COVID-19 Role Revisions

Our Chicago office is currently closed due to COVID-19. Some responsibilities will morph in adaptation to the current environment (e.g. Virtual Meetings) while others will pause. In the meantime, the duties of this role may expand or alter in scope as you work alongside the global HR and Admin teams.

### *Human Resources - Local Responsibilities for Chicago Team Members*

- Administer human resource plans and procedures
- Maintain the company's HRIS system
- Manage recruitment efforts for job searches; conduct onboarding for new employees and offboarding for departing employees
- Perform benefits administration, including monitoring of vacation and answering ad hoc staff inquiries
- Manage and maintain personnel records for in our document management system
- Manage the annual review process execution
- Manage employee counseling and performance issues in conjunction with employees' direct managers
- Maintain compliance with all governing employment laws and regulations with the guidance of outside counsel
- Oversee foreign staff visa renewals and other immigration matters with the assistance of outside counsel (for all US)

### *Human Resources - Global Responsibilities*

- Develop, implement, and maintain global recruiting policies, practices, and procedures, including responsibility for collecting and reporting useful metrics on recruiting performance and the training of hiring managers
- Develop, implement, and maintain a portfolio of retention initiatives, including diversity, equity, and inclusion programs
- Develop, implement, and maintain improvements to our performance management programs, including creating programs for skill development for managers
- Develop, implement, and maintain a succession planning program to reduce long term key man risk
- Develop, implement, and maintain internal communication programs for

employees, including collecting and reporting on employee engagement, morale, attitudes and preferences

- Collaborate with the Managing Director, Tax & HR on review and improvement of our US benefits offerings and provide first line benefits assistance for all US team members
- Collaborate with outside consultants and the Compliance department in developing, implementing and maintaining a program of internal controls (and testing program of same) for HRIS data in compliance with SOx and SEC requirements
- Collaborate with the Global HR team in the development, implementation and maintenance of the firm's global employee handbook, personnel policies and HR procedures, such as expense guidelines, recruiting procedures, on/off-boarding processes etc.
- Collaborate with the global HR team to create and oversee a program of continuous team development and training

#### ***Operations Management - Local Responsibilities for the Chicago Office***

- Manage day-to-day office operations of the Chicago office
- Manage office finances, including creation of annual budget, management of office spend in reference to that budget and the review and processing of invoices
- Oversee Chicago administrative staff
- Manage all matters pertaining to the local office including selecting and managing all service providers, maintaining a clean and productive working environment, and ensuring a welcoming office culture
- Liaise with all building management and all building required service providers and utilities as needed and communicate important messages to the staff as appropriate
- Handle facilities/tenant relations and other projects related to the office's physical spaces
- Coordinate company social functions in conjunction with the Chicago Admin team

#### ***Operations Management - Global Responsibilities***

- Manage and improve vendor onboarding policies and process, contract management program, and new spend monthly reporting for the Management Committee
- Collaborate with the Global Office team in the development, implementation and maintenance of the firm's operational policies and procedures, such as expense business continuity planning, vendor management, office management, etc.

## SKILLS DESIRED

### *Qualifications & Experience*

- 5-7 years of progressive HR and office management experience
- Experience working for a US law firm or financial firm preferred
- College degree or certifications in HR or related fields a plus
- Experience creating and managing a budget a plus

### *Core Competencies & Skills*

- Self-directed, go-getter willing to roll-up sleeves and make things happen; able to work autonomously as well as with a geographically dispersed team
- Corporate culture-focused, bringing enthusiasm to the office and offering up new ideas
- Gravitas, sound judgment and self-confidence, combined with humility, open-mindedness, and respect for others (regardless of position)
- Excellent interpersonal/people skills; enthusiasm for working as a team member and ability to build strong relationships through collaboration across multiple levels of the organization
- Excellent problem-solving, organizational and communication skills to effectively negotiate and interface with a myriad of internal and external contacts
- Highly organized, with a committed work ethic and strong attention to detail
- Strong ability to prioritize and manage multiple projects and deadlines simultaneously
- Ability to handle sensitive documents and records with a high level of confidentiality and discretion
- Superior communication skills, both oral and written

## SUMMARY

The Human Resources & Office Manager is a dual role involving the full spectrum of HR and office management responsibilities for Burford's Chicago office as well as significant global responsibilities. As such, the Human Resources & Office Manager will be a key member of Burford's US team and will be responsible for ensuring that the office runs smoothly and the team is well supported. This individual will be a key driver for improvement, so it is critical that he or she have the desire to identify opportunities for change and the motivation, organizational skills, and follow-through to make those changes happen.

The Human Resources & Office Manager will be a highly motivated, personable, collaborative but firm individual whose independence, self-starting and strong organizational skills ensure that our HR and Office policies are clear, well-documented and clearly communicated and who is dedicated to ensuring that the Chicago office reaches peak efficiency for business growth. Given that Burford's business is located at the unique intersection of finance and law, it is an excellent opportunity for a savvy



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Washington  
Singapore  
Sydney

individual seeking an “outside the box” position to enjoy applying his/her ingenuity and creativity to solving operational and talent management challenges.



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