



Burford Capital LLC
Manager of Talent & DEI
New York, NY or 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 companies and law firms around the world from its principal offices in New York, London, Chicago, Washington, Singapore and Sydney.

The Firm seeks to hire a Manager of Talent & DEI to lead and manage the full talent lifecycle including Burford's global recruitment, development, and performance processes as well as HR initiatives related to diversity, equity, and inclusion (DEI). 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 all Burford's Offices.

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

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 offices are currently open on only a limited basis due to COVID-19. Some responsibilities will morph in adaptation to the current environment (e.g., virtual meetings) while others will pause, expand, or alter in scope as necessary.

Talent Acquisition Responsibilities

- Develop and cultivate an “employer of choice” reputation that enhances Burford’s attractiveness to potential candidates, including refining Burford’s talent brand, optimizing candidate experience, and collaborating with Marketing to use online presence to amplify talent brand awareness
- Develop and lead a talent acquisition strategy and organize supporting operations to deliver on established requirements, meet company objectives, and prepare for future business needs, including:
 - Develop, implement, and maintain global recruiting policies, standards, and procedures, including staying up to date on and incorporating recruiting best practices and disseminating same throughout the firm
 - Directly manage hiring efforts for executive roles and other leadership positions identified as critical to the business
 - Coach hiring managers through job design, posting design, selection process and offer of employment
 - Cultivate and manage a portfolio of external recruiters to support Burford’s hiring goals
 - Continuously develop and implement talent acquisition process improvements
 - Develop robust metrics to measure talent acquisition’s effectiveness and identify trends, successes, and areas of improvement
- Collaborate with outside consultants and Compliance 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
- Oversee the firm’s on/off-boarding processes to maximize knowledge acquisition and speed to productivity and minimize reputational impacts respectively
- Develop and manage an annual budget for talent acquisition

Diversity, Equity & Inclusion Responsibilities

- Develop, administer, and analyze a baseline equity analysis
- Champion, develop and lead proactive Diversity, Equity, & Inclusion (DEI) strategies and initiatives to advance the firm's DEI goals
- Organize and execute supporting operations for selected DEI strategies to deliver on established requirements, meet company objectives, and prepare for future business needs, including:
 - Develop, implement, and maintain a portfolio of DEI programs to cover the full employee lifecycle including recruitment, onboarding, retention, development, promotion, and departure
 - Serve as an advocate on diversity, inclusion and equity initiatives and issues, working with firm's leadership, departments, and committees to maintain focus on DEI as a key firm value and objective in all aspects of firm activities and community
 - Provide reports and analytics on Burford's DEI initiatives, including assessing the effectiveness of DEI programs in achieving defined objectives as well as benchmarking against Legal and Finance industry standards
 - Research and report on employee experience and opinions on the firm's approach and implementation of DEI initiatives
 - Deploy effective communication strategies around the firm's DEI objectives, programs, and outcomes, including, guided by Marketing, serving as a spokesperson for Burford on DEI issues
 - Organize trainings for employees in support of Burford's DEI goals using best practices
 - Serve as a resource for employees on issues of diversity, inclusion, and equity, including in collaboration with Marketing, curating and facilitating events, communications, mentoring opportunities, and affinity groups in promotion of Burford's DEI objectives
 - Develop and manage a budget for all DEI initiatives
- Conduct ongoing research into emerging trends, issues, and best practices in DEI programs and propose and implement changes designed to improve Burford's diversity recruitment as well as outcomes in employee retention, engagement, morale, experience and satisfaction with Burford's DEI initiatives and progress towards goals
- Oversee participation in third party DEI surveys and prepare statistics for internal and external purposes

Performance & Development Responsibilities

- Design, build, enhance, and grow Burford's leadership, learning, assessment, development, and feedback programs



- Develop, implement, and maintain improvements to our performance management programs, including programs for assessments, skills development, performance improvement, management training and leadership coaching
- Collaborate with the global HR/Office team to create and oversee a program of internal general development courses suitable broadly across the business and for use with orientation of new hires (Burford U)
- Collaborate with Department Heads to create and oversee development of a curriculum of internal training for each department to inculcate expertise and promote continuous improvement in capabilities and skills for advancement
- Develop, implement, and maintain a succession planning program

SKILLS DESIRED

Qualifications & Experience

- 7-10 years of HR management experience focused on recruitment, development, and retention, with a focus on diversity, equity, and inclusion
- Experience working for a US law firm, corporate legal department, financial services or other professional firm preferred
- College degree and certifications in HR or related fields required
- Ability to travel occasionally to other US and UK offices as necessary

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
- Demonstrated commitment to diversity, inclusion, and equity in the workplace
- Gravitas, sound judgment and self-confidence, combined with humility, open-mindedness, and respect for others (regardless of position)
- Excellent interpersonal/people skills; passion for collaboration and ability to build strong relationships through partnership 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, including leading group presentations and/or trainings

SUMMARY

The Manager of Talent & DEI is a complex role covering a broad spectrum of challenging HR responsibilities including recruitment and performance management in a unique industry as well as leadership of an ambitious DEI program that will be built from the ground up. The Manager of Talent & DEI will be a key member of Burford's human capital team and will be accountable for advancing Burford's talent and DEI goals via designing and executing a broad array of programs. This individual will also be a key driver for assessment and continuous improvement, so it is critical that the successful candidate has the desire to identify opportunities for change and the motivation, organizational skills, and follow-through to make those changes happen.

The Manager of Talent & DEI will be a highly enthusiastic, personable, collaborative but strong leader whose independence, self-starting and organizational skills ensure that our Burford will succeed in achieving its talent and DEI objectives. Given that Burford's business is located at the unique intersection of finance and law, it is an excellent opportunity for a savvy individual seeking an "outside the box" HR position to enjoy applying ingenuity and creativity to growing and improving Burford's team and culture.