

Resource Allocation Manager

Corporate, London

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

The Resource Allocation Manager will work alongside the Practice Area Leader and other partners as a trusted adviser, providing strategic advice around workforce planning and resource management. The day-to-day responsibilities will include the allocation of work and deployment of lawyers to maximize profitability and support fee earner development. Additionally, the role encompasses overseeing lawyer utilization, generating insightful reports, and leveraging data to inform staffing decisions.

Job title

Resource Allocation Manager

Recruiting manager

Head of Financial Planning & Analysis

Department

Corporate

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

The nature of this role means that you will need to be flexible and willing to work outside of normal working hours when required

Location

London

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

Resourcing

- Act as a trusted advisor to the partner group and be the main point of contact for all resourcing requests and queries. Meet regularly with partners and BD team to understand anticipated pipeline of work and feed back on availability and concerns.
- Monitor and analyze fee earner utilization and capacity, highlighting trends to the partners and advising on issues or concerns.
- Attend partner meetings to present updates on capacity, proactively highlighting pinch points and suggesting solutions — particularly where annual leave, secondments, or long-term absences are anticipated.
- Build strong working relationships, establishing and maintaining a thorough understanding of team structures and types of work. Flex processes when needed to accommodate differences in working style and client requirements.
- Create efficiencies in the allocation of work and the deployment of our people based on pipeline, utilization and fee earner forecasted capacity.
- Work with fee earners to help ensure the range of work they undertake is aligned to individual career development needs and interests where possible.
- Support the onboarding and offboarding process. Ensure that new joiners are aware of the resource management processes and that their utilization is tracking as expected. Work with leavers to ensure that matters are handed over appropriately and time recording is up to date
- Support the partner groups with the effective management of annual leave and all other absences to ensure work can continue to be managed efficiently and utilization maintained.
- Work with the partners, BD, Talent and Finance teams on resourcing client secondments opportunities. Ensure that the fee earners are supported when they start/end this arrangement, act as a point of contact during their time out of the business, smooth utilization and retain continuity for clients as much as possible and ensure there is clear communication across the group on timings of any such arrangement.

The opportunity for you

Position responsibilities

Business Professionals process integration

- Prepare reports for and feed into the mid-year and end of year appraisal process, including attending moderation meetings and reporting on each fee earner and their statistics and other information of which should be taken into account during the moderation.
- Prepare and deliver regular summary reports on utilization and forecasted activity, including an Executive Summary for partner-level review.
- Work collaboratively with talent team to support on our inclusion priorities – developing reports to track key metrics and identify trends.
- Support the Finance team in ensuring that fee earners are recording their time in line with the firm's policy.
- Work collaboratively with the Talent team to share insights both day-to-day and as part of Talent performance and promotion processes

Innovation and technology

- Work with, legal technology and innovation team to identify opportunities for process improvement and automation.
- Manage the current resource allocation tools, ensuring they are maintained, accurate and that data is shared efficiently with other core business systems.
- Champion the adoption of our resource management function throughout the firm. Present to partner groups and fee earners in new areas promoting the benefits and highlighting successes already seen in other teams. Drive change through the creation and adoption of processes bespoke to each team.
- Collaborate with other business services teams to build and maintain relationships across the firm. Identify opportunities to improve process and ensure alignment with firm strategy.

The opportunity for you

Experience, skills, and qualifications

- Previous experience of working in a law firm or other professional services environment.
- Proven people management skills with the ability to influence decision making at a senior level.
- Strong written and verbal communication skills, with the ability to communicate at all levels in a confident and professional manner.
- Ability to support cross-functional teams towards achieving shared goals.
- Commercially minded with a good business acumen.
- A highly organized individual with the ability to deliver to deadlines.
- Flexible, adaptable and motivated team player with a proactive approach.
- Strong IT skills.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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Hannah Jackson
Senior Recruitment
Manager

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Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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Meg Vaughan-Irving
Recruitment Senior
Coordinator

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Lottie Williams
Onboarding Senior
Adviser

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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