

Director of Information Governance

Information Technology Services Department

Summary:

The Director of Information Governance will oversee and manage the Firm's electronic records management policies, programs, and procedures, and related information governance functions globally in line with Firm needs and industry best practices. The Director will manage the day-to-day functions of the department and provide leadership, guidance, and direction to the Information Governance staff.

Email Resume [Here to Apply](#)

Qualifications:

Education & Credentials:

- Bachelor's degree required.
- Certificates such as IGP, CIPP, or CIP preferred. JD a plus.

Knowledge & Experience:

- 10+ years of experience in information governance, records management, or related area in a highly sophisticated legal, professional services, consulting or corporate environment.
- 5+ years of experience managing both people and operations.
- Broad knowledge of information management and protection laws, regulations and best practices.

Skills & Expectations:

- Demonstrated experience in developing and motivating technology teams.

Duties and Responsibilities:

- Leads the assessment and review of new and existing Firm Approved Records Repositories.
- Develops and maintains Risk Management policies relating to Information Governance.
- Ensures policies and procedures are followed with respect to the transfer of files for incoming and outgoing lawyers and staff.
- Proposes solutions for complex information governance and/or information technology issues related to information governance.
- Directs staff and attorneys undertaking complex Information Governance projects related to file intakes, file releases, file destructions, and data access requests.
- Provides leadership and direction on the use of Information Governance technologies.
- Oversees the elimination of offsite storage of paper records through the introduction and adoption of effective electronic recordkeeping practices.
- Works with functional leads of administrative departments and legal practitioners to identify business requirements and works with IT to automate information governance processes.
- Communicates the IG vision and IG guiding principles throughout the Firm in a variety of forums (1:1, administrative meetings, practice group meetings, partner meetings, etc.).
- Advises on operational and compliance responsibilities relating to the lifecycle management of client and administrative records.
- Coaches and mentors IG personnel on the continual improvement of their skills.

Qualifications (Continued):

- Strong technology and database skills.
- Strong strategic, project management, and organizational skills.
- Excellent verbal and written communication skills, including the ability to converse informatively with management and lawyers about records management issues.
- Skilled in communications to all levels in the organization in writing, speaking, and presentation skills for work with the Firm leadership, the user community, and clients.
- Strong track record in system planning and implementation.
- Proven experience in managing relationships with vendors/consultants, IT teams and internal stakeholders.
- A risk management mindset with strong attention to detail.

Work Location & Conditions:

- Washington, D.C.
- Core hours of 9:00 am – 5:30 pm, Monday-Friday; hybrid in-office, which will be a combination of onsite and remote work with occasional on-call availability.

Position requires access to equipment, software, or technology that is subject to U.S. export controls. To be granted access pursuant to US Export Control laws, candidate must be either (a) a United States citizen or national; (b) a person lawfully admitted for permanent residence of the United States (i.e., “Green Card” holder); or (c) an INS-approved refugee or asylum holder who has applied for naturalization within six

Duties and Responsibilities (Continued):

- Uphold high standards of confidentiality, discretion, and integrity, particularly with respect to all sensitive and/or confidential firm and client information to which this position will have access.

Status: Exempt

Reports To: Chief Information Officer

Workplace Type: Hybrid

Salary range is \$170,000 - \$240,500

months of the date the individual first became eligible; and if not yet naturalized, is still actively pursuing naturalization if 2 years have passed since the date of application to be granted access pursuant to US Export Control laws. Candidates will be required to submit appropriate documentation to determine whether access can be granted before proceeding further through the application process.

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.

Covington will consider qualified applicants with arrest or conviction records for employment in accordance with applicable laws, including the California Fair Chance Act, the Los Angeles Fair Chance Initiative for Hiring Fair Chance Ordinance, the Los Angeles County Fair Chance Ordinance, and the San Francisco Fair Chance Ordinance