



Global Legal Solutions®

New Hire Justification Business Case

GLS Solutions

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TEMPLATE USAGE NOTES

1. GLS REPORT 1

- 1.1 This New Hire Justification Business Case template helps to efficiently make a compelling case to add headcount for your legal team.
- 1.2 This template provides a clear framework to generate a compelling case for securing additional legal headcount and does so in a time efficient manner.
- 1.3 To use the template simply “plug-in” the data that is applicable to your in-house legal department in the section highlighted in yellow below.
- 1.4 If you have any questions about this template, or indeed any other legal operations query applicable to your in-house legal department, book a free consultation with GLS using: [Free GLS Consultation](#)

NEW HIRE BUSINESS CASE

1. EXECUTIVE SUMMARY: INTRODUCTION

- 1.1 This is a formal request by [Company Name]’s in-house legal team for approval to hire [Number] additional [Role Title, e.g., Legal Counsel / Contract Specialist / Compliance Officer] (the “**New Hire(s)**”) to address critical gaps in legal resourcing that are impacting business operations, risk management, and cost efficiency.

2. EXECUTIVE SUMMARY: KEY JUSTIFICATIONS

- 2.1 **Increased Legal Demand:** [Over the last [●] months [Company Name] has experienced] / [In the next [●] months we are expecting [Company Name] to experience] a [●]% growth in contract volume, regulatory complexity, and litigation matters.
- 2.2 As a result of this hire, we anticipate that [Company Name] will experience:
 - 2.2.1 **Cost Savings:** Reduced reliance on external counsel (projected savings: \$[●] annually).
 - 2.2.2 **Risk Mitigation:** Improved ability to prevent compliance failures and contractual risks.
 - 2.2.3 **Business Enablement:** Faster turnaround times for commercial deals and strategic initiatives.
- 2.3 **Investment Overview:**
 - 2.3.1 **Salary & Benefits:** \$[●] annually
 - 2.3.2 **ROI Period:** [●] months (based on cost avoidance and efficiency gains)

3. EXECUTIVE SUMMARY: RECOMMENDATION

- 3.1 We recommend that the in-house legal department receives approval to recruit the New Hire(s) to enable it to align legal capacity with [Company Name]’s business needs.



4. CURRENT STATE ASSESSMENT

4.1 Legal Workload & Capacity Gaps:

METRIC	CURRENT VOLUME	LEGAL TEAM CAPACITY	GAP
Contracts Reviewed/Month	[●]	[●]	[●]
Regulatory Compliance Tasks	[●] hrs/month	[●] hrs available	[●] hrs
Litigation/Disputes	[●] active cases	[●] FTE coverage	[●]

4.2 Pain Points:

- 4.2.1 **Bottlenecks:** Average contract turnaround time = [●] days (industry benchmark: [●] days).
- 4.2.2 **Overreliance on External Counsel:** Spent \$[●] last year on outside firms for routine work.
- 4.2.3 **Compliance Risks:** [Include example of realized compliance risk, e.g. Missed GDPR filing deadlines due to bandwidth constraints].

4.3 Business Impact of Under-Resourcing:

- 4.3.1 **Delayed Revenue Cycles:** [●] deals delayed in Q1 due to slow legal reviews.
- 4.3.2 **Employee Burnout:** [●]% of legal team reports unsustainable workloads (internal survey).
- 4.3.3 **Reputational Risk:** [Include example of near-miss regulatory penalty due to oversight].

5. PROPOSED HIRING SOLUTION

5.1 Role Specifications:

POSITION	RESPONSIBILITIES	FTE REQUIRED
[Role Title]	<ul style="list-style-type: none">[Drafting/Negotiating [Key Agreement Types]][Managing [X] compliance projects annually][Other]	[1]
[●]	[●]	[●]

5.2 Expected Outcomes:

KPI	CURRENT STATE	TARGET POST-HIRE
Contract Turnaround	[●] days	[●] days (i.e. [●]% reduction)
External Counsel Spend	\$[●]/month	\$[●]/month (i.e. [●]% reduction)
Compliance Audits	[●]% incomplete	100% on-time



[Other]	[●]	[●] (i.e. [●]% [reduction] / [improvement])
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6. FINANCIALS

6.1 Cost Benefit Analysis:

CATEGORY	ANNUAL COST/SAVINGS
COSTS:	
Salary & Benefits	\$[●]
SAVINGS:	
Reduced External Spend	\$[●]
Risk Avoidance*	\$[●] (estimated)
Net Annual Impact	\$[●] (Savings)

[*DRAFTING NOTE: If applicable, for Risk avoidance include an example in the format: = [\$500K potential fines/year x 50% mitigation]].

6.2 ROI Timeline:

6.2.1 **Break-Even Point:** [●] months (based on external counsel savings).

6.2.2 **3-Year Value:** \$[●] net savings (adjusted for workload growth).

7. IMPLEMENTATION PLAN

7.1 **Hiring Timeline:** Role posted by [Date], filled by [Date].

7.2 **Training:** Ramp-up within [●] weeks using [Existing Tools/Processes].

7.3 **Success Metrics:** Monthly reporting on KPIs (see Paragraph 4.1).



8. CONCLUSION & RECOMMENDATION

8.1 Approving this hire will:

- 8.1.1 Save \$[●] annually by reducing external counsel dependence.
- 8.1.2 Accelerate business velocity (e.g., faster contract cycles).
- 8.1.3 Mitigate material risks (compliance, litigation, reputation).

8.2 Next Steps:

- 8.2.1 Approve budget allocation of \$[●].
- 8.2.2 Begin recruitment by [Date].

8.3 Thank you for your consideration.



SCHEDULE 1 | WORKLOAD DATA & VOLUME TRENDS

[Attach here]



SCHEDULE 2 | EXTERNAL COUNSEL SPEND ANALYSIS

[Attach here]



SCHEDULE 3 | DRAFT JOB DESCRIPTION

[Attach here]