



Senior Executive, Markets & Growth – Regional Strategic Transformation (12 month FTC)

Sydney, Melbourne or Brisbane

Clients, Markets & Growth (CMG) team

Recruitment

About Ashurst	<p>Ashurst is a leading global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law.</p> <p>To find out more, please visit www.ashurst.com</p>
Department/Role overview	<p>Ashurst's Markets & Growth (M&G) team is located in major cities across EMEA, Asia Pacific and the US. We execute the firm's strategy and drive profitable growth with a specific focus on our chosen industries, markets and clients. We focus on industry solutions and client experience, driving campaigns, leveraging client insights, and managing strategic initiatives to service our client's needs.</p> <p>This is a key role in the M&G team, aligned to support the future transformation of the function.</p> <p>The role is responsible for supporting process improvement and helping to establish future straight-to-market systems, tools and materials.</p> <p>The position requires close collaboration across the Clients, Markets and Growth function to bring a comprehensive "whole of Firm" approach to our clients, particularly with the Operations & Business Impact team; and with other functions across the firm.</p>
Core responsibilities	Areas of focus <ul style="list-style-type: none">• <u>Proposal infrastructure</u>: working across CMG to support the establishment of master precedent documents/templates for proposals and capability statements per practice/industry, FAQ for meeting prep and other relevant resources.

- Off-the-shelf collateral build:
 - creating regional brochures and establishing processes for regular updates and maintenance;
 - creating a library of frequently used collateral documents (placemats etc.) for practice and industry, and establishing processes with processes for regular update and maintenance.
- Credentials: working with the CMG Operations team to establish processes and work across teams to identify, source and submit credentials for uploading into the global credential database.
- Processes: working across teams to ensure the requirements for data capture are met and processes are established (e.g. relevant directory, award and league table submissions; etc.).
- Communications: contributing to communications around new ways of working and process transformation.
- CMG function support: contributing to wider CMG team projects, as required.

Risk and Control

- Ensure that all activities and duties are carried out in full compliance with our regulatory requirements and internal policies.

Essential skills and experience

- Previous experience professional services business development environment
- Demonstrated experience of managing projects and/or initiatives
- Commercial awareness and an innovative mind-set for developing and evolving ways of working
- Strong interpersonal skills, with a proven ability to build trusting relationships with the partnership and business services.
- Enthusiastic and proactive, with the ability to work to tight deadlines and manage multiple projects and activities
- Excellent verbal and written communication with the ability to effectively interact with peers and influence internal clients including senior stakeholders
- Ability to synthesise information to identify opportunities and solve complex problems
- Collaborates and is highly effective at working as part of a team

Background checks

To comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations.
