

## **Job Description | Senior Manager Global Early Careers Recruitment – 12-month FTC (Maternity Cover from August 2024 – August 2025)**

**Department:** Human Resources

**Location:** UK – London

**Role:** Senior Manager Global Early Careers Recruitment

**Full or Part time (0.8 FTE) considered.**

### **The Team**

The HR department in the UK consists of over 100 people. We have specialist teams in Recruitment, Early Careers Recruitment and Development, Learning and Development, Employer Brand, Operations, Systems and MI and Reward. The HR department are based in offices across the UK, working as one team to deliver a holistic service to our fee earning and business services groups.

The Early Careers (EC) team consists of Early Careers Recruitment Manager (UK), EC Advisor (EMEA region), EC Advisor (UK Programmes), EC Senior Coordinator (Paralegal Academy) and two EC Coordinators. Globally we have further Advisors across MEA, APAC, North America and HR teams who are involved in Early Careers activities. Our teams are fast paced, forward thinking, fuelled by achieving success, committed to delivering a best-in-class experience and diversity.

### **The Role**

This role will support Global Early Careers (EC) strategically, across recruitment process & programme management which delivers approximately 300+ offers per year across the global EC function. This role will have specific responsibilities supporting a global assessment transformation project. You will be a key player when designing and implementing this selection process, ensuring it is fit for purpose, inclusive, commercially focused and allows us to attract the best, most diverse early careers talent across the globe. You will be involved in sharing best practice globally, consulting with stakeholders across the firm and regularly engaging with EC Recruitment team members to offer support.

As well as having a strong understanding of our application windows, programmes and recruitment funnels across the globe. Working in conjunction with our Employer Brand colleagues on attraction initiatives. You will be actively involved in delivering against our ED&I strategy, which underpins everything we do.

The role will report into the Global Head of Recruitment and will be supported by our Early Careers Recruitment Manager (UK) and regionally based EC teams (as detailed above).

The team works closely with our EC Development team, our Corporate Responsibility & Inclusion (CR&I) team and as well as our marketing and communications team, key stakeholders from the business including our UK Training Principal and HR Business Partners.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

Please consider the environment before printing this job description.

## Key Responsibilities

### Line Management

- Line management of Early Careers Recruitment Manager (UK) and EC Advisor (MEA region). Dotted line into Global EC Advisors for strategic support.
- Monthly Global EC update and knowledge sharing calls (AM & PM to accommodate time differences).
- Performance management of individuals including, but not limited to regular 121's, delegation of work and ensuring completion of tasks for example setting key performance indicators.
- Development of individual in role to ensure succession planning across the team.

### Global Assessment Transformation Project

As part of this project, we are seeking to analyse our current trainee's previous academic attainment, current assessment methodology and performance to date to understand predictors of success at the firm. Once these have been determined, we are looking to define and develop a fit for future purpose assessment for our global Early Careers offerings. In addition, we need to define and implement this process with a new ATS (applicant tracking system) launching in May 2025.

As part of this project you will be required to work in conjunction with the supplier to:

- Collect key data and subsequent analysis to draw conclusions.
- Develop a comprehensive proposal to create a process that accurately assesses the solicitor of the future, that is cost conscious. Reflecting the experience within the firm, including our values and culture. Whilst delivering an exceptional candidate experience and offering students from all backgrounds opportunities to demonstrate their capabilities. Considering regional nuances throughout.
- Managing global stakeholder's expectations and educating through the conception of this project. Supported by the UK EC Recruitment Manger.
- Lead the implementation of this new pre-selection process in conjunction with all EC team members across the globe, across School leaver programmes, apprenticeships, Vacation Schemes, Insight events, Training Contracts and First Year Schemes.
- Identifying opportunities to continually improve and innovate the process to ensure the recruitment of the highest calibre of diverse students.
- In conjunction with this project we will be implementing a new ATS system to future proof our EC activities. Leading the collation of process documents to support this implementation and working alongside our selected ATS supplier to successfully deliver this implementation.
- Ensuring all applications received through our ATS before the deadline, smooth flow through our pipelines. Addressing any concerns in a timely manner.

### Supporting Programme Management

- Support global EC teams to review, innovative, design and delivery of all Programmes, to include training, department allocations, supervisor training, social events, internal and external speakers.
- Reviewing ROI of programmes throughout the year to identify improvements alongside local teams.

### Employer Brand

- This role will work closely with Global Early Careers team members, Early Careers Recruitment Manager (UK) and Global Employer Brand team to contribute ideas to careers site copy for Global Early Careers. As well as the Social Media Strategy, ensuring consistence across regions.
- Working with the above teams to ensure the yearly strategic planning of the following attraction initiatives and events across the globe, sharing best practice where possible e.g:
  - Insight Days
  - Law fairs
  - Firm wide presentations
  - Skills sessions
  - D&I events and panels
  - Sponsorship programmes

### Budget Management:

- Management of Global EC budget, aligning spend to approved budget, tracking monthly spend and ensuring invoices are paid on time. Liasing with relevant team members (Managers) over the year and particularly at budget submission (March/April).
- Budget projections shared with Global Head of Recruitment, escalating where necessary.
- Attending regular monthly budgeting meetings to ensure spend is on track and advising of incoming invoiced where appropriate.

### Relationship Management

- Build and maintain effective relationships with key team members and stakeholders across the firm, with regular monthly meetings. Developing a deep understanding of the firm's strategy and brand and global recruitment requirements so that they can be professionally represented throughout the recruitment cycle.
- Supporting maintain global supplier relationships where necessary.
- Attend internal and external events to improve knowledge.

## Essential Skills & Experience

- Previous Global Early Careers recruitment experience, essential. Ideally across some of the following regions: UK, EMEA, APAC, North America & Canada.
- Experience transforming Early Careers Assessment Processes across multiple regions.
- Previous experience designing and implementing ATS, ideally on a global scale.
- Ability to demonstrate both team and direct management experience.
- Data and analytical approach to decision making.
- Positive attitude with the ability to manage conflicting priorities and deal with pressure in a fast paced environment.
- Self-motivated and responsive to tasks with a can-do attitude.
- Brilliant communication skills, both verbally and in writing, with excellent organisation and high attention to detail.
- Demonstrated ability to build and maintain strong relationships with internal and external stakeholders.

## The Firm

Clyde & Co is a leading global law firm, specialising in the sectors that underpin global trade and commercial activity, namely: insurance, transport, construction, energy, trade and commodities. It is globally integrated, offering a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. Clyde & Co is committed to operating in a responsible way. This means progressing towards a diverse and inclusive workforce that reflects the diversity of its communities and clients, using its legal skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment. The firm has 480 partners, 2400 lawyers, 3200 legal professionals and 5000 people overall in over 60 offices and associated offices worldwide.

## Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement

- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

### **Business Services Competencies**

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.