

## Job Description | Workplace Implementation Lead

**Department:** Workplace Services

**Location:** Any UK Location (hybrid role – minimum two days a week in the office)

### The Team

The Workplace Implementation Lead sits within the Workplace Team alongside the Facilities and Legal Support teams at Clyde & Co. The role will work closely with the Heads of Roles and Senior Managers within these teams and will report to the Head of Workplace Strategy.

### The Role

The role holder will support with the delivery of projects within Workplace, FM and Legal Support which aligns with the delivery of the Workplace Roadmap and Strategy. The role will primarily be responsible for the implementation of Workplace projects and ensure a smooth hand off to business as usual across Facilities Management, Legal Support and Real Estate as we begin to shape the Workplace of the Future. The role holder will also be expected to support and input into any future reviews and analysis of the support functions including the potential design and implementation of alternative delivery models.

The role holder will work with the Head of Workplace Strategy and other Senior Stakeholders to help define and review the Workplace Roadmap and Strategy. The role holder will ensure the successful overall implementation of Workplace projects and will be required to work with Project Managers both internally and externally to ensure the successful implementation of projects. This will also involve working closely with other areas of Business Services such as HR, Finance and IT.

### Key Responsibilities

#### Strategy Implementation

- Supports the translation of the Workplace Roadmap into tangible projects and deliverables
- Ensures that wider firm strategies such as ESG are being adhered to throughout the project lifecycle
- Works to identify and define potential optimisations of the services such as the introduction of process automation

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- Supports the transformation of Workplace services to review alternative delivery models
- Captures changing business needs and works with the Head of Workplace to translate these into the Workplace Strategy
- Supports the capture and analysis of relevant data which support the evolution of the Workplace Strategy including deriving relevant insights from the data
- Be a key stakeholder across a number of Workplace programmes and projects working with all project members to ensure successful implementation
- Be able to devise solutions to challenges that may arise during the strategy implementation at a Programme and Project level
- Assess and review Project Plans for feasibility including analysing the impact of change on the Workplace functions
- Provide data insight to ensure effective decision making around the Workplace Strategy and Roadmap

## **Project Implementation and Data Analysis**

- Work with the Head of Workplace strategy to develop initiatives that support transformation within Workplace services and the wider firm
- A hands on approach to ensuring the successful implementation of projects which support the Workplace strategy
- Ability to capture and analyse data from the various operational solutions that support workplace and develop insights in conjunction with the Head of Workplace strategy
- Supporting the creation of RFPs for external suppliers who will be engaged in the implementation of Workplace projects
- Be able to understand and create project plans
- Build and own the continual development of external horizon scanning for emerging good practice in Workplace, FM and Legal Support and bring into the Firm as appropriate
- Support Facilities Management, Real Estate and Legal Support with execution of BAU operational projects in these spaces

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## Essential Skills & Experience

- Significant project execution experience across multiple programmes
- Experience with business transformation and the implementation of shared services delivery models including outsourced models
- Experience of providing innovative solutions to challenges that arise throughout the project implementation lifecycle.
- Past experience with project management and project delivery within a professional services environment
- Experience with data analysis and working to develop insights that both support and help develop the wider workplace strategy
- A hands on approach to delivering initiatives at all levels of the implementation
- Experience with analysis tools such as Excel and PowerBI
- Desire to widen knowledge around Workplace initiatives
- Ability to gain the confidence of other leaders by establishing excellent relationships and building credibility
- Strong facilitation, analytic and communication skills

## 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:

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- **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.

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