



IT Workplace Delivery Team Leader

Ashurst's IT Department, APAC

Job Description

About Ashurst	Ashurst is a leading progressive 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. To find out more please visit www.ashurst.com .
Department/Role overview	Deliver and manage the office technology aspects for relocations, expansions and refurbishment projects and other related technology delivery activity as directed by IT Workplace Delivery Lead. This role requires a combination of project management expertise, technical IT knowledge, excellent communication skills, and the ability to manage multiple stakeholders and vendors. Management from initial discussions, through design, business case creation to full implementation and then closure also ensuring systems, and services are effectively transitioned, with minimal disruption to business operations. The role will report to the IT Workplace Delivery Lead.
Main responsibilities	<ul style="list-style-type: none">• Support the IT Workplace Delivery Lead in defining IT Technology scope, goals, budget, deliverables in collaboration with IT and Workplace team• Support the IT Workplace Delivery lead on allocated Workplace projects from inception to closure, managing and escalating any issues and risks.• Lead and manage the team of Infrastructure engineers assigned to Workplace Delivery, ensuring performance management activities are undertaken (such as regular 1-2-1s) and tasks for engineers are prioritised.• Effectively liaise and work with the various teams across IT and Operations to ensure successful design and delivery, including forecasting, tracking, securing and managing the required technical resources.

- Escalate deviations from scope, budget (resource and costs), or timeline, and provide any recommendations to stakeholders and IT Workplace Delivery Lead.
- Support the IT Workplace Delivery Lead in effectively identifying and managing all financial aspects of the allocated Workplace project, including responsibility for office technology and its procurement.
- Work with PMO for reporting and project governance, ensuring regular updates are provided and required approval sought, including being responsible for business case creation and documentation.
- Plan and schedule project timelines and milestones ensuring alignment to the Workplace Roadmap.
- Ensure best practice and agile working methods are followed from a delivery perspective.
- Support the IT Workplace Delivery Lead in the planning and budgeting of technology resources to support the delivery of the workplace roadmap.
- Support the IT Workplace Delivery Lead in managing project budget according to the agreed accountancy principles.
- Standards: Help establish, refine and regularly review office technology standards and requirements alongside the IT and Workplace teams to streamline project delivery.
- Quality: Ensure technology elements are built and delivered to global standards and quality assurance is carried out
- 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

We are looking for a highly motivated individual with the following skills and experience:

- Previous experience in leading and managing a team of infrastructure engineers.
- Collaborative and flexible approach with colleagues and 3rd parties, developing effective partnerships.
- Competence and confidence in the project delivery lifecycle and experience of coordinating technology projects. Experience in the legal or broader professional services sector would be desirable.
- Excellent communication skills, both verbal and written, along with a track record of establishing and maintaining effective relationships and collaborating with stakeholders.

	<ul style="list-style-type: none"> • Strong organisational skills and comfortable working in a fast-paced environment. • Demonstrated ability to take initiative and problem-solve. • Remains calm under pressure, has the confidence to escalate issues or flag risks that may surface. • Understanding of technology infrastructure and project delivery for office accommodation and relocations. • Experience in working in a global environment and across multiple time-zones. • Experience working with Jira, Azure DevOps, ITSM tools such as Cherwell and ServiceNow and the MS Office suite.
<p>Desired skills and experience</p>	<ul style="list-style-type: none"> • Programme and/or Project Management qualifications, e.g. MSP, PMP, Prince 2. • Experience and/or qualifications in Agile project management and delivery methodologies, eg AgilePM, Scrum, Scaled Agile.
<p>Background checks</p>	<p>In order 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.</p>