

Job Description |

Department: Transformation / Change Management Office

Location: Glasgow, UK

Role: Junior Change Manager

The Team

The central Transformation Team at Clyde & Co have started on an exciting journey and are working to realise the firm's appetite for greater coordination and strategic focus across our current and future projects portfolio globally. This role plays a key part in continuing to establish credible relationships for the team across other areas of the business and ensuring projects and change initiatives meet objectives and realise benefits by increasing employee adoption and usage. It focuses on the people side of change, including changes to business processes, systems and technology, job roles and organisation.

The Role

This person will focus on the people side of change, including changes to business processes, systems and technology, job roles and organisation structures.

The Junior Change Manager plays a pivotal role in supporting organisational change initiatives under the guidance of the Change Manager. This junior position involves actively contributing to the development and execution of comprehensive change plans, assisting in stakeholder engagement activities, and collaborating on communication strategies tailored to different audiences. Working closely with cross-functional teams, the Junior Change Manager aids in identifying and addressing sources of resistance, facilitating training sessions, and contributing to the evaluation of change impacts. This role offers a dynamic learning environment with a clear career path, providing an opportunity for growth and development toward potentially assuming a Change Manager position in the future.

Key Responsibilities

Change Planning and Execution Support

- Assist in the development of comprehensive change plans, outlining activities, timelines, and resource requirements.
- Contribute to the execution of change plans, monitoring progress and providing regular updates to the Change Manager.
- Collaborate with the Change Manager to develop change impact assessments, analysing the effects of the changes on different stakeholder groups.

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- Support the identification of potential risks and challenges associated with the proposed changes.
- Execute change plans, monitoring progress and adapting strategies as needed to achieve successful outcomes.
- Collaborate with project managers and other stakeholders to integrate change management activities into project plans.

Communication and Messaging

- Collaborate with the Change Manager in developing clear and tailored messaging for different stakeholder groups.
- Assist in the design, development, and delivery of communications to manage expectations and build understanding around change initiatives.
- Contribute to stakeholder engagement efforts, including coordination of engagement opportunities and communication activities.
- Maintain and update stakeholder analysis and mapping under the guidance of the Change Manager.

Other responsibilities may include

- Support in developing strategies to address and mitigate resistance, fostering a positive change culture.
- Collaborate with subject matter experts to deliver training sessions and assist in the monitoring the effectiveness of training programs and gather feedback for improvement.
- Assist in the regular assessment and evaluation of the impact of changes, making data-driven recommendations for improvement.
- Assist in managing the change portfolio.

Essential Skills & Experience

- Certification in Change Management (e.g., Prosci, ACMP) is desirable.
- 1-3 years of experience in project management, change management, or stakeholder engagement.

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- Strong communication and interpersonal skills to collaborate effectively with team members and stakeholders.
- Ability to work seamlessly within a cross-functional team environment.
- Basic analytical skills to contribute to change impact assessments and stakeholder analyses.
- Willingness to learn and adapt to the change management processes.
- Flexibility to adapt to changing priorities and unforeseen challenges.
- Eagerness to learn and develop skills in a dynamic change environment.
- Well-organized with attention to detail, demonstrating a natural preference for planning and executing strategies and tactics.

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

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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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