



TMO Business Relationship Executive

Ashurst's Transformation Management Office (TMO)

Job Description

About Ashurst	<p>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.</p>
Department/Role overview	<p>The Transformation Management Office (TMO) is an integral part of shaping, defining, and delivering a portfolio of initiatives aligned to the Firm's Strategy.</p> <p>Reporting to the Business Relationship Management Lead, the role of the Business Relationship Executive (BRE) is to support the BRM team in developing and managing strong relationships with various functions and/or practice areas across the firm, helping them to identify and adopt solutions/ systems in support of Ashurst's strategic goals and objectives, fostering positive and productive relationships that drive business success and continuous improvement.</p>
Main responsibilities	<p>The BRE will support one or more BRMs to effectively build and maintain their respective relationships and may also be allocated a team of their own to work with.</p> <p>Noting the following BRM responsibilities, the BRE will be expected to support in most of the following activities:</p> <ul style="list-style-type: none">• To develop an in-depth understanding of their assigned area's key objectives, associated initiatives, and future plans.• To have a general understanding of existing systems used for these areas and across the Firm to manage day-to-day operations both internally and externally.• To facilitate changes in support of delivering the firm's strategic initiatives and/or Business Services transformation objectives, including embedding the associated behavioural changes in their relevant areas.

	<ul style="list-style-type: none"> • To create and maintain effective communication channels between their area, the TMO and any other stakeholders in the firm to enable collaboration and • To facilitate Business Case development feeding into the relevant governance processes, and on occasion leading on the creation and documentation of a business case. • To evaluate requests against the strategic initiatives portfolio to understand any impact and/or dependencies. • To investigate opportunities to leverage existing solutions/technologies elsewhere in the firm, including any associated business process improvement initiatives that could be supported by ASC. <p>In addition, the BRE will</p> <ul style="list-style-type: none"> • Provide support in communication activities for embedding the behavioural changes of relevant initiatives. • On occasion, be asked to support an area with more internally focussed items that are not considered to be a strategic initiative. Where appropriate this support can be provided as agreed with the relevant BRM and/or BRM Lead.
<p>Essential skills and experience</p>	<ul style="list-style-type: none"> • Good communication, reporting and presentation skills, • Experience managing cross functional/ global relationships. • Highly motivated with good organisation and problem-solving skills. • A good understanding of technologies/solutions utilised in the legal sector. • Comfortable working with remote teams in a global context • A good eye for detail; ability to work accurately and effectively even when under pressure
<p>Desired skills and experience</p>	<ul style="list-style-type: none"> • Experience communicating and expressing views to all clients across different areas in the firm, and at various levels of seniority. • Experience working in a legal/professional services environment. • Experience in working with main MS office applications (Excel, PowerPoint etc.)
<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>