

Forward thinking
Straight talking



Change Director

JOB SPECIFICATION

Gateley /

POSITION:	Change Director
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent

The *role*

The Change Director will play a pivotal role in driving Gateley's change initiatives. The role is responsible for leading and managing project managers and business analysts to ensure the successful delivery of programmes and major projects throughout Gateley. The Change Director will need to work collaboratively with colleagues, think strategically, prioritise workloads, and challenge the status quo to ensure the best outcomes for Gateley.

This role reports directly into the Chief Operating Officer. This is a Hybrid role, with an average of at least 3 days per week in the Birmingham office, with some travel to other Gateley offices.

Key Responsibilities:

- **Strategic Planning:** Collaborate with the COO and other senior leaders to develop and implement strategic change roadmap that align with Gateley's business objectives. The roadmap should outline key milestones, deliverables and resource needs.
- **Leadership and Management:** Lead and manage teams of project managers and business analysts, providing guidance, support, and development opportunities to ensure high performance and effective project delivery.
- **Project Delivery:** Oversee the end-to-end delivery of change projects, ensuring they are completed within quality, time, and budget constraints. Implement best practices in project management to ensure efficiency and effectiveness, including establishing and maintaining an effective project governance framework with risk management, issue resolution, change control processes and gates.
- **Prioritisation and Resource Allocation:** Lead the project prioritisation process and hence allocate resources effectively to ensure the most critical initiatives are given the necessary focus and support.
- **Challenge the Status Quo:** Identify opportunities for improvement within Gateley. Constructively challenge existing processes and practices to drive continuous improvement and enhance business performance.
- **Stakeholder Engagement:** Build and maintain strong relationships with key stakeholders, including Operations Board members, Platform and Unit heads and equivalents across Gateley, and external partners, to ensure alignment and support for change initiatives.
- **Change Management:** Develop and implement change management strategies to ensure successful adoption of new processes, systems, and ways of working.
- **Performance Monitoring and Reporting:** Monitor and report on the progress of projects, providing regular updates to the COO, the Gateley Operations Board and other stakeholders.
- **Acquisition Integration:** Lead the integration of acquired businesses across all relevant functional areas in order to maximise value to Gateley.

The *team*

With this appointment we are creating a new team with a clear focus on delivering projects to meet Gateley's strategic aims. We will form the team from the existing pool of approximately 20 Project Managers, Business Analysts and related roles, who are collectively a professional, dynamic, diverse and collaborative set of people.

We encourage collaboration, continuous learning, and professional growth and actively support the wider Gateley values.

The *person*

Qualifications and Experience:

- Minimum of 10 years of experience in a senior transformation or change management role, ideally within a professional services business.
- Strong leadership and people management skills, with experience leading and developing high-performing teams.
- Excellent strategic thinking and problem-solving abilities, with a track record of successfully delivering complex projects across multiple functional areas.
- Strong stakeholder management and communication skills, with the ability to influence and engage at all levels of the organisation, including proven effective collaboration with Board-level stakeholders.
- Relevant qualifications in project management (e.g. Prince 2) and change management (e.g. Prosci) are highly desirable.
- Education: Bachelor's (or Masters) degree in Business Administration, Management or a related field.

Key Skills:

- Strategic Thinking: The ability to see the bigger picture and envision the future state of the organisation. Anticipate future trends and challenges. Proactive identification of opportunities for improvement and innovation and aligning change initiatives with the overall business strategy.
- Adaptability: Adaptable and Flexible; able to navigate and lead through change and uncertainty. Comfortable with ambiguity and capable of adjusting plans and strategies as needed.
- Resilience: Able to handle setbacks and challenges with a positive attitude.
- Emotional Intelligence: High emotional intelligence and self-awareness, and the ability to build strong relationships and foster a collaborative work environment.
- Decisiveness: The ability to make informed, timely and confident decisions, even when under pressure.
- Influence and Persuasion: Strong influencing and persuasion skills, including the ability to communicate effectively and present ideas in a compelling manner, whether in writing, in small groups or large-scale presentations. Able to articulate a clear and compelling vision for change and inspiring others to work towards it.
- Collaboration and Teamwork: Able to foster a culture of teamwork and ensuring that all team members are aligned and working towards common goals.
- Continuous Learning: A commitment to continuous learning and professional development.

- Team Development: A track record of developing team members to achieve to their full potential.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around, our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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