

Baker McKenzie.

POSITION DESCRIPTION

Diversity & Inclusion Operations & Projects Manager

Position Title	Diversity & Inclusion Operations & Projects Manager
Department	Global Talent
Position Type	Permanent - Full Time

Role Summary

We are looking for a Diversity & Inclusion Operations & Projects Manager to join our highly regarded team at Baker McKenzie.

The primary purpose of this position is to oversee the day-to-day operations of the Global D&I Department and to take responsibility for project managing key strategic D&I initiatives.

Working closely with the Director of Global D&I, you will innovate and build upon current processes, partnering with senior professional business services across the Firm. You will own the strategic planning and execution of Global D&I initiatives, finance and budget management, project management, vendor management, and communications and administration, in order to advance the Firm's D&I mission and goals.

We are looking for someone to join the team who has a very strong work ethic and a genuine interest in working for a law firm.

The Firm

Baker McKenzie is a truly global law firm. We have more offices in more locations than any other law firm and most of our work has an international dimension. With 13,000 people in 47 countries, few other firms can claim to be so multi-national.

And, because we have no global head office, at the local level we can offer you the best of both worlds: the work, pride and experience of being part of one of the world's leading law firms but in a local office environment that is friendly and supportive. No matter what the role or level, our strategy is to encourage and support every Baker McKenzie person to fulfil their potential.

Our Belfast office is a centre of excellence and focuses on providing high quality legal services to the Firm's clients around the world, and business and administrative services to our many offices and practice groups.

Responsibilities

Planning and Execution:

- Think creatively to help identify and develop D&I strategies.
- Partner with the Director of Global D&I and D&I teams in all offices to design and implement internal D&I organizational structures (to include metrics, toolkits, templates, databases,

technology solutions, etc.) to integrate D&I into the Firm's matrix.

- Develop best practice templates for use across the network.
- Take a lead role in defining D&I initiatives that emerge from our global People strategy, mapping out the best route to implementation.
- Monitor external D&I best practices, and create and facilitate relationships between individuals at the Firm and leading diversity organizations.
- Plan and implement projects including: defining project scope, goals and deliverables; creating schedule and project timelines; tracking deliverables; monitoring and reporting on project progress and evaluating and assessing results.

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Operations:

- Work with the Director of Global D& I to ensure that workflow is aligned to priorities. Manage and help to set the D&I budget.
- Compile, analyze and maintain internal and external D&I related data and metrics; own and maintain D&I dashboards to assess efficiency and effectiveness of D&I initiatives and strategies.
- Project manage internal and external research, to include research related to racial/cultural, gender and LGBT issues.
- Manage and respond to diversity surveys and client requests, ensuring the accuracy and completeness of information; design and develop business reports.
- Coordinate team meetings, and GDIC meetings by developing agenda with Director of Global D& I, record notes and action items in each meeting, documenting and following up on action items between meetings.

Communications:

- Develop and write the Director of Global D&I's strategic communications including blogs, newsletters and Executive Committee papers.
- Own Baker McKenzie's D&I websites, tools and processes.
- Develop and implement the D&I visual identity and brand. Manage the dissemination of best practices for key D&I initiatives and stay abreast of industry trends.

Travel:

Some travel may be required.

Job Holder Requirements

Essential Criteria:

- Minimum of three years of diversity and inclusion experience, preferably in a large law firm or professional services environment.
- Undergraduate degree in relevant field (2.1 or above preferred)

Personal & Technical Skills:

- Ability to perform data analysis preferred.
- Proficient in all Microsoft Office applications.
- Theoretical and practical project management knowledge experience
- Excellent written and verbal communication skills.
- Strong ability to communicate concisely with a wide variety of audiences, including senior management and external stakeholders.
- Self motivated; ability to work independently.

- Capacity to think strategically to identify issues and help develop long-term solutions. Excellent judgment and problem solving skills.
- Sophisticated inter-personal skills. Strong ability to establish relationships quickly, engage with stakeholders and influence through all job levels.

Baker McKenzie Global Services Belfast is committed to promoting diversity and inclusion for all. This is intrinsic to everything we do and underpins Baker McKenzie's vision to be the premier global law firm. This vision cannot be achieved without harnessing the imagination and the creative problem-solving capability of talented people whatever their background. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices.

The Belfast office mirrors the wider firm in encouraging the best people, regardless of race, religion or belief if any, gender, gender identity, disability, sexual orientation or age, to fulfil their professional aspirations with us so as to create an exciting and diverse legal environment.