

Baker McKenzie.

POSITION DESCRIPTION

Business Analyst

Position Title	Business Analyst - Legal Project Management
Department	Global Services Belfast - Business Development
Position Type	Full Time - Permanent

Role Summary

We are looking for a Business Analyst to join our highly-regarded Legal Project Management team at Baker McKenzie Global Services, Belfast.

The Business Analyst works as a fully-integrated member of the Legal Project Management team, but will have a particular focus on data analysis and collaboration technologies. Thus, the successful candidate will be involved in a range of client- and Partner-facing project management activities, while also acting as a subject matter expert in reporting (e.g. Excel, Tableau), document automation / management, and collaboration (SharePoint) within the team.

The role will be responsible for providing Partners, other fee-earners, and clients with the information, coordination, and bespoke solutions necessary for the success of our larger legal matters, which regularly span dozens of jurisdictions, and involve hundreds of timekeepers. Additionally, the role holder will work closely with internal teams - particularly Finance and IT - to ensure a quality, joined-up service, on both an office and global level

Even while working on specific matters, the Business Analyst will contribute more broadly to the office and wider Firm strategy, which is focused on growth, effective use of technology, and financial performance improvement. This is a unique opportunity to implement significant change, by focusing on process innovation and strategic use of technology, to increase efficiency and improve service delivery.

The successful candidate will have experience of working in a professional service, technology or financial institution. (While the successful applicant will be working on legal matters, we are not necessarily looking for someone with a legal background.) They will be a commercial, strategic and analytical operator. They will be asked to regularly report and translate financial data into insights through commercial financial analysis and critical evaluation.

The successful candidate will be a highly intelligent individual with a keen interest in the using technology to make processes more efficient, to provide insight, and to coordinate large, multi-jurisdictional projects

Previous exposure to working across multiple cultures and time zones will be beneficial, ideally within a large professional services organisation.

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

Duties will include:

- Provision of a broad range and level of project management support tasks - from thinking strategically to troubleshooting detail where needed, with an unwavering focus on collaborative working, client service and internal efficiency.
- Process improvement and change management: using 'soft' and 'hard' skills to help fee-earners transition into new ways of working, typically involving the disaggregation of tasks and the creative use of technologies.
- Development of matter-specific dashboards, reports, and KPIs alongside commentaries for the Client, Partners and internal client account team;
- Creation of new reporting tools to help drive a better profitability and financial performance understanding within the company;
- Develop ad hoc and template data visualisation resources, and other visual collateral for PM purposes
- Participant in the Firm's trials and development of new software products
- Develop matter-specific and generic SharePoint resources, e.g. template sites
- Generation of innovative matter analysis by combining external and internal data, client feedback, and experience;
- Ad-hoc analysis of financial, operational and client data.

Job Holder Requirements

Essential Criteria:

- Bachelor's or Masters Degree in a Business, Economics, Finance, IT or related disciplines.
- 3+ years experience of analysis and research and/or project management experience, preferably within a professional services firm
- Excellence in MS Excel; high-level proficiency in MS Word, PowerPoint, and SharePoint

Technical & Personal Skills:

- Excellent analytical skills, with the ability to manipulate and interpret data and present findings in a concise manner
- First class communication verbally, in writing, and through visual media
- High-level numeracy
- Scrupulous attention to detail
- International outlook and experience
- Ability to manage multiple projects simultaneously and prioritises work effectively
- Mature and credible, builds effective relationships with, and commands the respect of, colleagues
- Responsive and willing to work flexibly given the need to work globally across time zones.

Desirable Criteria

- Prior experience with Tableau, SAP HANA/Netweaver, VBA (Macros) or other coding languages, and/or SQL database knowledge is a plus

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.