

POSITION DESCRIPTION

KING & WOOD
MALLESONS
金杜律师事务所

Position Title: Workforce Analyst / Coordinator

Manager / Supervisor: Head of Resourcing

Shared Services Team: People & Development

Centre: Sydney / Melbourne

Date Created / Last Edited: October 2019

Working. Respect. Together

King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

Position summary

This role provides reporting, administrative and analytics support for the Resourcing function including workforce planning and internal mobility processes and reporting (workshare).

Your key responsibilities

Internal mobility and wellbeing (reporting, recording and process oversight)

- Preparation and circulation of reports for fortnightly practice team resourcing meetings
- Attendance and recording of resourcing meetings to prepare actions and outcomes for circulation to key stakeholders
- Record actions and status of resourcing allocation meeting outcomes and agreed arrangements
- Monitoring and recording status of wellbeing checks and Time in lieu allocations to relevant staff.
- Weekly monitoring of workshare helper responses. Flagging trends, issues with relevant P&D advisors

- Prepare and provide regular reporting and analysis on time in lieu allocation and use
- Identifying and actioning process improvements
- Liaising with Finance to resolve issues to reports/data and where required

Workforce Planning

- Prepare and provide accurate and timely reporting for the firms resourcing strategy and processes
- Provide insights to ensure resourcing strategies are appropriately targeted and strategically aligned.
- Liaise with relevant functions to collate data into one source of truth for workforce planning
- Assist with additional projects as required.

Your key relationships

- Resourcing team
- P&D Operations team
- People & Development Group
- Practice group – Partners, lawyers, support staff
- Key shared services staff (eg. Finance, technology)

Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

People: Respectful and supportive interactions that lead to firm high performance | Building effective teams by empowering and coaching people | Leading through collaboration and accountability

Clients: Consistently delivering superior client service | Becoming a trusted advisor through deep understanding of the client | Building strong and enduring client relationships | Adapting flexibly to a changing environment to meet client needs

Firm: Application of technical knowledge to advance the client's commercial objectives | Development of legal and industry/sector expertise | Building your professional reputation | Achieving financial and cost targets | Commitment to continuous improvement through innovation | Applying business acumen in pursuit of opportunities for the firm and clients | Effective workload and project management

Financial: Applying business acumen in delivery of service to clients | Achieving business, project and budget goals | Commitment to continuous improvement through innovation

Qualifications

- Diploma in HR / Business or HR related subjects
 - Tertiary qualifications in a business or HR related vocation
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Skills and attributes

- Sound understanding of Microsoft Office, Word, Outlook and PowerPoint.
 - Advanced understanding of Excel
 - General working knowledge of Chris21, PageUp or a similar HRIS system.
 - An understanding of Human Resources practices in a large organisation.
 - Knowledge of the legal or professional services environment.
 - Organisational - Solid and highly developed organisational skills are essential in managing a variety of tasks simultaneously and to meet specified deadlines.
 - Analytical - Exceptional attention to detail is required to ensure accuracy and completeness in all aspects of the role.
 - Time Management - Strong time management skills are required to ensure all aspects of the role are achieved.
 - Integrity/Confidentiality - Professionalism and sensitivity when dealing with people situations are essential to the role.
 - Communication - Demonstration of confident verbal and written communication skills are required.
 - Flexibility - A positive, open and flexible approach to dealing with people and situations.
 - Relationship Building - Ability to form solid relationships both internally and externally with professionalism and ease.
 - Previous experience in a similar role will be highly regarded but not essential.
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Our vision & values

Our global vision

'To create a unified top tier global law firm headquartered in Asia'.

Across our global firm we have **values** that guide us and that we aspire to live up to

Client centric

Dynamic and entrepreneurial

One team. One firm

Excellence and innovation

Stewardship

Global perspective

.....these are the same whichever part of the firm you work in, in all countries.

As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM's performance evaluation, development and progression processes.