

Business Analyst

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds & Colchester we provide legal services throughout England, Wales and Northern Ireland. Our clients range from some of the world's largest multi-national corporations to private individuals. We act for a significant number of charities, housing associations and Regulators. We would describe ourselves as "full service" with specialists in Commercial/Corporate, Civil Litigation, Housing, Employment, Real Estate & Projects & Property Development.

Job Purpose

To support the CEO with the delivery of strategic and operational initiatives with on-time and on-budget results. This role will include analysis to identify opportunities for improvement assistance with implementation and support for key governance bodies.

What we are looking for

Someone who:

- understands, and thrives in, a project/portfolio environment:
- can work with a wide range of stakeholders at all levels of seniority:
- can facilitate, negotiate and build strong inter-personal relationships:
- is as confident taking the lead and accountability as they are working in a group;
- has their own ideas and is willing to champion them:
- is comfortable converting ambiguous situations into ones that are clearly understood by all parties:
- has excellent written and verbal communication skills that can be tailored to their audience.

Main Duties & Responsibilities

This is not an exhaustive list and from time to time it may be necessary to vary these to meet business needs:

The main duties for this role include:

- Identifying and reviewing operational needs within the firm and their alignment with overall business goals;
- Analysing financial, and non-financial data, to identify actionable insights;
- Designing, and running, workshops with: stakeholders, internal teams and third party firms to establish requirements and or to drive work forward;
- Responsibility for discrete change initiatives and/or areas work (e.g. requirements, UAT and documentation) for larger initiatives;
- Designing and producing complex documents, reports, and presentations;

- Participating in various projects, such as the firm's business continuity plan, with ownership of work streams/deliverables (where appropriate);
- Working with each Support Function (e.g. HR, Facilities, IT etc.), as well as fee-earning Departments to progress areas of work;
- Assisting, where needed, Support Functions in times of high demand (e.g. recruitment, ISO audits and IT projects).

Person Specification

Essential skills required:

- Strong MS Office skills (Word, Excel and PowerPoint);
- Strong verbal and written communication skills, with the ability to build rapport with people at all levels within the firm;
- An ability to show initiative and work independently/with minimal supervision;
- Financial and operational analysis;
- Business process design, with the ability to present processes in an engaging manner;
- Good time management skills with the ability to manage multiple changing priorities;
- Previous experience of handling sensitive situations and data with confidentiality and good judgment;
- A calm, 'can-do' attitude.

Desirable experience:

- Previous legal, or other professional services, roles;
- Business analysis work and hands on project delivery;
- Management of a rolling task list e.g. Kanban or equivalent;
- MS Teams.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to support.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

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