



*Forward thinking*  
Straight talking

# ***IT Business Partner- Property Platform***

JOB SPECIFICATION

Gateley /

<b>POSITION:</b>	IT Business Partner – Property Platform
<b>LOCATION:</b>	Birmingham
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

The IT Business Partner for Gateley's Property Platform will act as the primary liaison between the IT department and the Property Platform, ensuring that IT services and solutions align with the business needs and objectives. This role is critical in driving the digital transformation of the Property platform, enhancing operational efficiency, and delivering innovative IT solutions.

This role reports directly into the IT Director. This is a Hybrid role, with an average of at least 3 days per week in Birmingham and some travel to other Gateley Property Platform locations.

Key Responsibilities:

- **Stakeholder Management:** Build and maintain strong relationships with key stakeholders within the Property Platform, using those relationships to both understand the business needs and challenges, and to secure support for innovations and other changes.
- **Strategic Alignment:** Ensure that IT strategies and initiatives are aligned with the business goals of the Property Platform.
- **Roadmap Development:** Develop and maintain roadmaps for the key systems and technologies used by the Property Platform.
- **Project Management:** Lead and manage small-scale technology-based projects within the Property Platform, ensuring timely delivery and adherence to budget and quality. Assist Project Managers with the delivery of larger projects.
- **Innovation and Improvement:** Identify opportunities for process improvements and innovation within the Property Platform through the use of technology.
- **Change Management:** Support the Property Platform in managing the impact of IT and process changes, ensuring the Platform is aware of any potential impacts and have the necessary support to adapt to the new technology and/or process
- **Knowledge Management:** Maintain a strong understanding of the IT systems and services that are available in the Property Platform and proactively share that knowledge with stakeholders.
- **Service Delivery:** Represent the delivery of IT services to the Property Platform, facilitating improvements and constructive communication with the Service Delivery team where appropriate.
- **Client Engagement:** Work with the Platform management team on Client presentations and questionnaires. For example, manage the response to Client information security questionnaires to ensure an optimal blend of technical accuracy and commercial approach.
- The above is not an exhaustive list. The role is part of a relatively small team that is committed to excellent performance for Gateley – and that may require a flexible outlook in taking on other tasks from time to time.

## The *team*

At Gateley Plc, our IT department is a dynamic and collaborative environment where innovation thrives. Over recent years, we have expanded our team to include about 50 IT professionals who are dedicated to driving technological excellence and delivering innovative solutions. Our diverse team is structured across several key areas: IT Service, Infrastructure, Architecture, Security, Change Management, Engineering, Innovation and Client Solutions.

Our IT department is not just about technology; it's about people. We value collaboration, continuous learning, and professional growth. Join us and be part of a team that is shaping the future of IT at Gateley Plc!

## The *person*

Desirable:

- Business Partnering: Successful experience in a similar IT Business Partner role within the legal or property sector.
- Project Management: Experience in managing technology-based projects, with a track record of successful delivery. Both waterfall and agile project methodologies.
- IT Service: Experience of IT Service in an ITIL environment.
- Solution Architecture/Design: Expertise in IT solution architecture and design, ensuring that IT solutions are scalable, secure, and aligned with business needs.
- A degree in Information Technology, Business Administration, or a related field.

Key Skills and Experience:

Required:

- Communication: Excellent communication and interpersonal skills, with the ability to influence and engage stakeholders at all levels.
- Problem-Solving: Strong analytical and problem-solving skills, with the ability to think strategically and drive innovative solutions.
- Technical Knowledge: Strong understanding of IT systems, infrastructure, and applications relevant to the legal and property sectors.
- Business Analysis: Strong business analysis skills to identify and address business requirements effectively.
- Leadership: Ability to lead and motivate cross-functional teams, fostering a collaborative and high-performance culture.

## 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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