**Gartner for HR Leaders Tool**

**Future of Work Leader Job Description**

**August 2021**

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**The instructions, intent and objective of this template are contained in the source document. Please refer back to that document for details.**

**Instructions:**

* Use this sample job description as a starting point to create the job description for future of work leader at your organization.
* Review the instructions highlighted in blue and edit as per your organization’s context.

**Company Description**

<Insert an overview that articulates your organization’s mission and culture. Ensure you clearly state your organization’s

* Industry
* Purpose or reason for existence
* Location/global presence (if applicable)>

**Role Description**

<Insert one paragraph overview describing the role and its purpose in the organization. Include the below key pieces of information candidates look for:

* Your organization’s future of work vision or journey so far
* Reporting and team alignment as the future of work leadership role could either be in a function (e.g., HR or IT) or exist in a cross-functional team
* The impact this role will have on your organization’s future of work priorities
* The outcomes this role will be expected to drive
* Location (if necessary)

Edit the below sample role description according to your organization’s context>

We at <insert your organization’s name> are on a continuous transformational journey to adapt ourselves to the evolving ways of working. We truly believe that to deliver on our mission of <insert your organization’s mission>, we must prepare our teams and processes for the future of work. Your role in the < insert team> will report to <insert role>. As the future of work leader, you will be responsible for assessing the uncertainty and implications of future events leading to changes in how, when and where work is done, who or what does the work, and even what is considered work. Working in close collaboration with the leadership group, you will lead an enterprisewide unified future of work vision. You, along with your team of bright individuals, will be expected to redesign work, reimagine the workplace and reskill our workforce.

**Responsibilities**

<Edit the following as per your organization’s context>

* Create a central, unified definition of the future of work for the organization.
* Develop the organization’s future of work strategy working with multiple cross-disciplinary stakeholders.
* Engage a wide range of stakeholders across the organization on assessing future of work trends (including but not limited to new employment models, hybrid workforce, skills of the future, automation and socioeconomic transformation) and their implications on the organization. Facilitate an ongoing discussion leading to actionable outcomes.
* Lead a team of subject matter experts (including but not limited to experts from HR, technology and corporate strategy) on initiatives aimed at preparing the organization for the future of work.
* Forecast and manage potential risks to the organization’s support of future of work initiatives.
* Lead the creation of future of work playbook/guidelines to help different business leaders take action on their future of work priorities and initiatives.
* Scan the industry and market to stay up to date on the latest work, workforce or workplace trends.
* Establish the organization’s thought leadership in the future of workspace by publishing and sharing best practices and insights, both internally and externally.
* Lead internal and external communication on future of work initiatives being undertaken by the organization.

**Skills**

You are someone with:

<Edit the following as per your organization’s context>

* Strong consultative skills including critical thinking and creative problem solving
* Ability to lead in a global, complex and matrixed environment
* Experience in setting up and leading cross-functional teams
* Experience leading change management or transformation initiatives
* Ability to influence and inspire a wide variety of stakeholders across the organization
* Solid market and business acumen
* Experience working in fast-paced, product-focused organizations or business units (desirable)
* Experience working across multiple business functions such as HR, finance and technology (desirable)