

HOWARD KENNEDY



SPACE
TO BE
EXTRAORDINARY





Welcome message

At Howard Kennedy you have the space to be extraordinary.

Rewarding work with great clients and exceptional colleagues. Plenty of responsibility and the chance to make a real difference in an agile, growing firm. For the right person, Howard Kennedy is a place to actively develop your business practice.

Whether you are an ambitious and talented individual wanting to hit the ground running from day one, or an established professional looking for a new opportunity, Howard Kennedy is the firm where you can really make it happen.

The firm has earned a strong reputation for its exceptional and uniquely talented people who between them deliver outstanding results for clients. In a firm of our size, our strong team dynamic creates a thriving culture of creativity and entrepreneurialism. Howard Kennedy is a pragmatic and non-hierarchical environment where success is shared, and you are proactively encouraged to thrive at your own pace.

Our distinctive culture, built on fairness and respect. Guided by the firm's values of talk straight, think smart and be yourself, everyone in the firm holds equal value, and everyone plays their role in supporting, encouraging and inspiring colleagues to do their best work.

At the same time, Howard Kennedy recognises and rewards individualism, celebrating the diversity of its people and supporting them to grow their practice and drive their own career advancement.

As well as client work, there is opportunity to broaden your horizons at the firm with fulfilling pro bono and charity projects. And we have a regular social calendar full of wellbeing activities, charitable and social events too.

Craig Emden
Managing Partner
Craig.Emden@howardkennedy.com

About us

We are a London based, full-service law firm, specialising in providing straightforward advice on domestic and international matters. With almost 200 lawyers in one location, we ensure our clients have the right team to help them get from where they are to where they want to be. We advise major corporates and institutions as well as entrepreneurial, ambitious enterprises which are often privately or family owned, or private equity backed. As well as our significant business law capability, we are one of only a few London-based law firms with a large private wealth offering. Our clients find our straightforward approach a compelling alternative to larger, less personal firms.

Our Values

Our values act as a built-in compass, guiding us in the way we behave, the things we say and the decisions we make.

Talk Straight

Think Smart

Be Yourself



Howard Kennedy at a glance

We have almost 200 lawyers operating out of a single London office so we can be agile and responsive in our decision making and more collaborative in our working style.

At least a quarter of our revenue comes from outside the UK. Our clients' needs often have an international component and the requirement is growing.



500+

People

25%

International work

195+

Lawyers

70+

Countries

60+

Partners

2

International legal networks

SECTORS AND SERVICES

We are a full-service firm organised into 17 legal service teams and a focus on seven key sectors.

- Energy
- Investment Funds
- Media & Entertainment
- Private Wealth
- Real Estate
- Retail & Leisure
- Sport

64.9m

2022/2023 revenue

Why Howard Kennedy?

TRAINING AND DEVELOPMENT

At Howard Kennedy you have all the space you need to be yourself, while working with some of the most brilliant minds who will inspire, challenge and support you every day. During your time with us, we will nurture you as you grow your career. We recognise that everyone's goals are different, and so we want you to develop your career.

There are established career frameworks in place for both lawyers and support services. We also run a top talent programme for all employees. These are designed to enable our top performers to achieve their potential and ensure succession for key roles within the firm.

RESPONSIBLE BUSINESS

All businesses impact the world in which they operate in some way. While we have been undertaking a range of initiatives to encourage the positive and reduce the negative impact of everything we do for some time, we have recently formalised our approach. This was achieved through engaging with both internal and external stakeholders.

WELLBEING

The wellbeing of every employee at Howard Kennedy is important to us and the future of our business. The health needs of our people are supported through employer-funded private medical insurance, the Employee Assistance Programme, Occupational Health support and access to a 24/7 virtual GP service. We also offer free and confidential counselling for anyone that needs it.



The Role

Legal PA – Commercial Dispute Resolution

This is a fantastic opportunity to join our friendly and supportive Dispute Resolution team, providing first-class professional PA support to a number of fee-earners. We are looking for an experienced PA to provide a high level support to three partners.

The Legal PA will be an integral part of our busy Commercial Dispute Resolution team (which sits under the wider Dispute Resolution department) and will work principally for named fee-earners, but also as part of our PA team with shared responsibilities. We're looking for an experienced Legal PA who can prioritise and delegate effectively, with excellent communication and organisation skills.

The Team:

This role sits within the Commercial Dispute Resolution team, which is part of our Dispute Resolution Department. The team are incredibly collaborative and social; as well as principally assisting your fee-earners, we always seek to support one another and pull together to provide seamless and complete support to our fee-earner population, whose work includes many interesting, ground-breaking cases.

Our Commercial Dispute Resolution team serves a wide range of entrepreneurial clients, from individuals through to larger, cross-jurisdictional organisations. The team's experience covers all forms of commercial dispute resolution including litigation (both domestic and overseas), appellant work, arbitration, and mediation. We work across a wide range of sectors and deploy a bespoke strategy based on our clients' specific commercial objectives and budgets.





Main Responsibilities

- Proactively manage and maintain fee-earner diaries, making appointments and co-ordinating internal and external client meetings including the booking of meeting rooms, video conference facilities, refreshments, restaurants, taxis etc.
- Making extensive travel arrangements (domestic and foreign), producing itineraries and ensuring expenses claims are completed.
- Management of fee-earners' inboxes when they are out of the office; monitoring and responding to emails, prioritising correspondence to enable fee earners to focus on urgent matters and using initiative to route emails to the appropriate individuals for swift response and action; wherever possible, responding to and filing emails in to iManage.
- Acting as the key contact point for internal and external queries posed to the fee-earners who you support.
- Being proactive by ensuring that the fee-earners have any paperwork, equipment and supplies required for any meetings, travel etc.
- Producing documentation as required - typing, drafting and amending documents, letters and correspondence where appropriate and proofreading all work to ensure consistent accuracy and high standard.
- Preparation of account forms.
- Coordination of the end-to-end billing process and Elite 3E financial reporting; assisting fee-earners by liaising with the billing team, producing the relevant documentation and reports, and prompting fee-earners to complete all necessary paperwork etc.
- Bundling - both electronic and hardcopy (copying; compiling; preparing an index; paginating).
- Undertaking research using the internet, databases etc.
- Liaising with clients, Counsel and other external parties.
- Supporting other PAs where required, especially during any absence.
- Using initiative to take responsibility of administration that will assist the fee earners.
- Ensuring all correspondence/documentation is correctly electronically filed on iManage.



About you

- Experience in a demanding, high performing professional services environment (preferably in Dispute Resolution but not essential)
- Extremely well organised with excellent diary management and time management skills.
- Excellent oral and written communication skills.
- Display a high level of attention to detail.
- A proactive, flexible and self-motivated approach.
- A strong team player.
- Knowledge of Microsoft packages such as Outlook, Word, Excel and PowerPoint.
- Experience with BigHand, Elite 3E, iManage/FileSite would be advantageous.

Additional Information / Systems Used:

- Outlook 365
- Word 365
- Powerpoint 365
- Excel 365
- iManage
- BigHand Digital Dictation System
- Microsoft Teams



Want to know more?

Our firm champions individualism and thrives on dynamic teamwork. We've built a strong reputation on the success of our exceptionally talented people - each of them bringing a unique set of strengths, skills and perspectives that when combined, lead to outstanding results for our clients.

However you want to progress your career, Howard Kennedy can help you make it happen.

Join us, and find your space to be extraordinary.

If you'd like to know more about this role please get in touch with the contact listed below.



Sarah Jones
Recruitment Assistant

☎ +44 (0)20 3755 5554

✉ sarah.jones@howardkennedy.com