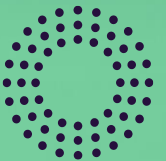


HOWARD KENNEDY



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 and career.

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 is built on fairness and respect. Guided by the firm's values of 'Talk Straight, Think Smart, 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

Chairman

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.

We are a firm with ambitious plans. In the international arena, we have been a member of Meritas and Lawyers Associated Worldwide for many years working with a truly global range of clients across the Middle East and Israel, Africa, Asian subcontinent, Far East, Western Europe, and the US.

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

70+

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

74.4m

2023/2024 revenue

Why Howard Kennedy?

LEARNING AND DEVELOPMENT

At Howard Kennedy you have 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. We will nurture you as you grow your career, while recognising that everyone's goals and aspirations are different.

There are established career frameworks in place for both lawyers and support services. Our talent development programmes are designed to enable our future leaders to achieve their potential and ensure succession for key roles. At the same time, development is available to everyone regardless of your aspiration.

RESPONSIBLE BUSINESS

Our responsible business strategy is designed to impact our society and world in which we operate. We focus on six strategic areas, People; Environment; Social Impact; Ethics and Supply Chain, Clients, which were designed through engagement with our people, clients and suppliers and have a comprehensive plan of delivery behind each one. We encourage our people to get involved.

WELLBEING

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



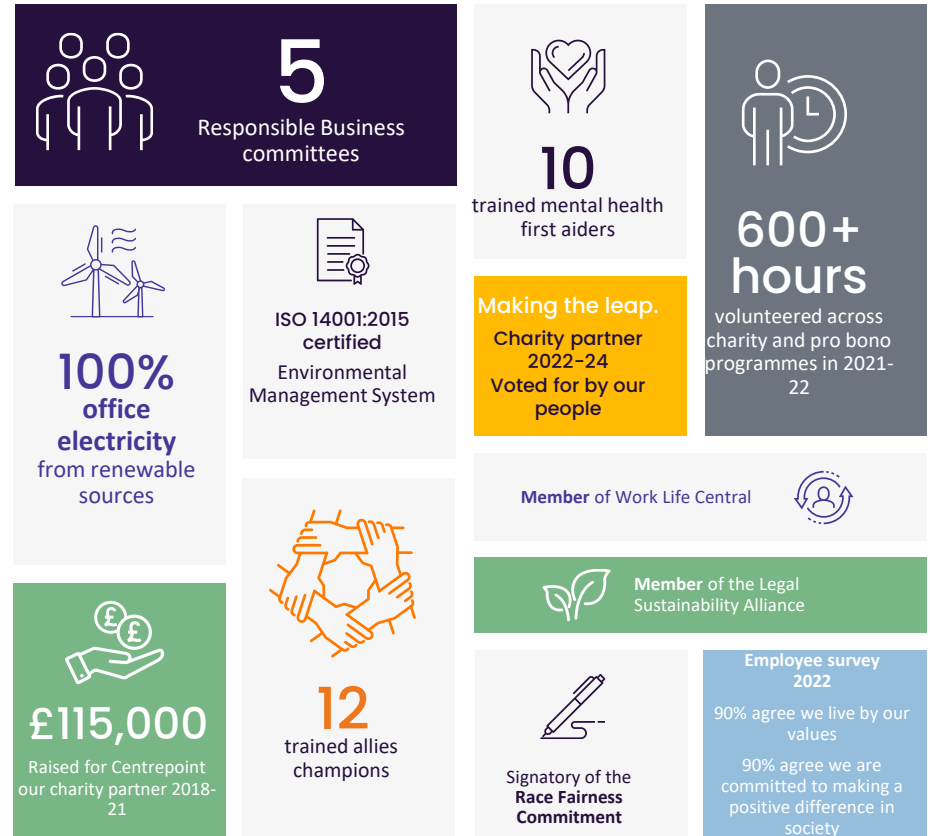
Responsible Business

Guided by our values, we're committed to inclusively and sustainably supporting our people, our clients, our communities, and the environment.

At Howard Kennedy, we take our responsibility to manage the impact we have on the world in which we operate, seriously. That's why responsible business is a core part of our business strategy. It's seen as essential in helping us achieve our vision to be a progressive, independent and profitable business

As a responsible business we focus on:

- **People:** Nurturing an inclusive, values-driven culture where everyone can be themselves, with their development and wellbeing at the centre.
- **Environment:** Working to reduce our environmental impact and promote environmental awareness and responsibility among our people.
- **Social Impact:** Promoting equality of opportunity and access to justice by sharing our time and skills through volunteering, fundraising and pro bono services.
- **Ethics:** Ensuring and maintaining the highest standards of professional integrity, operating ethically with clear and transparent governance.
- **Supply Chain:** Working with suppliers who are compliant, responsible and share the same values as we do.
- **Additional:** We're helping our clients to achieve their own Environmental, Social and Governance (ESG) ambitions offering support with a range of issues.



The Role

Document Specialist, Document Production Centre

This is an excellent opportunity for an experienced Document Production Specialist to provide an efficient and accurate, document production service for stakeholders throughout the firm. The role will focus on quality, reliability and efficiency within a highly specialised team. Working as part of the DPC (Document Production Centre) team, you will deliver and provide a high quality service, in a busy, professional and deadline driven environment.

You will be an expert in the Microsoft Office suite, as well as being a guardian and ambassador of the Howard Kennedy brand and the firm's house styles and templates.

Core Hours are 11.00 – 19.00, Monday to Friday, some pre-arranged weekend overtime may be required on an ad hoc basis as part of a rota. You will need to be flexible from time to time in respect of working hours to ensure that absences are covered, as well as meeting any workload/client requirements.





Main Responsibilities

- Producing, amending and proof-reading quality documents across multiple Microsoft applications including; PowerPoint presentations and transcription through the use of BigHand.
- Ability to use innovative document production tools.
- Working with PDF documents (pdfDocs, Adobe and Kofax) – converting to Word/Excel/PowerPoint and formatting appropriately; editing PDF documents (eg, deleting pages, adding pages, redacting, etc).
- Formatting precedent documents to current house style, maintaining Howard Kennedy branding and creating e-bundles.
- Sharing of knowledge and expertise across the business. Proactivity in making suggestions for improvements and acting on them.
- Key player in delivery of excellent client service and embracing the firm's values.
- Being an ambassador for the DPC and contributing to its success across the firm – supporting the firm to use the DPC to its fullest potential.
- Quality checking your own work and that of your peers if required.
- Working efficiently to meet workflow demands and deadlines, including prioritising own work and communicating with the Workflow Operator or fee earner if a deadline cannot be met.
- Helping to support the team and knowing when others need help (as well as yourself), highlighting problems before they escalate.
- Understanding and working to agreed service levels.
- Highlighting training needs and implementing solutions to show continuous improvement.
- Adhering to the DPC team processes, procedures and work methods



About you

Ideally you will be able to demonstrate;

- Previous experience in a document specialist role.
- Advanced knowledge of the Microsoft Office package, in particular Word, Excel and PowerPoint. Also, Knowledge of working with PDF packages.
- Advanced knowledge of formatting/re-formatting all document types to specified house style or to client specific instructions.
- Good verbal and written communication skills with an ability to liaise at all levels, including partner level and senior client level.
- Excellent attention to detail – spelling, accuracy, grammar, interpretation and presentation.
- Fast, accurate typing skills (both audio and copy typing)
- Strong organisational skills and excellent prioritisation skills with the ability to anticipate and take initiative.
- Strong team player – inspiring team members to work cohesively together to achieve results.
- Self-motivation with a proactive approach to the role – ability to think quickly and solve problems independently.
- A calm and helpful approach under pressure – ability to take, understand and carry out instructions.
- Enthusiasm and resilience to cope with a challenging and busy role, with a passion for learning and developing your own skillset.
- High level of understanding of legal terminology.



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.



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