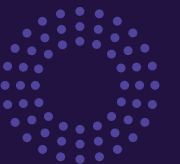




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Junior Business Analyst - IT
University placement (12 month fixed term contract)



Welcome message

There's something special about Howard Kennedy.

We can sum it up in a single word: Straightforward.

The market evolves constantly, as do our clients' needs. We must always be ready to meet these changing demands. Our clients are after a lot more than sound advice. They want experts who bring clarity to daunting challenges in areas. It's people who matter most to them – they look for someone they can work closely with, who understands their business and who is there for the long haul.

That's why it's important that people who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial advice to our clients in a world of uncertainty, and to be a place where people thrive and our values prevail.



Craig Emden

Managing Partner

+44 (0)20 3755 5442

craig.emden@howardkennedy.com

About us

We are a London based, full-service law firm, specialising in providing straightforward advice to entrepreneurial businesses and individuals on domestic and international matters. With over 150 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 over 175 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.

400+

People

175+

Lawyers

55+

Partners

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.

25%

International work

70+

Countries

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

£60.5m

2021/2022 revenue



Why Howard Kennedy

Working practices

We are a modern employer and strive to continually strengthen our inclusive, values driven culture to create a place where we belong and feel respected. The wellbeing of our people is of top priority and our strategy includes a focus on the physical, psychological, financial and relational wellbeing.

Training and development

Our aim is to provide the opportunities for our people to be the best they can be, to drive change and to meet our strategic objectives. 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. This has been a particular focus for the management during the Coronavirus outbreak. 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 have also offered free and confidential counselling during the lockdowns.

Job description

THE ROLE

Howard Kennedy is seeking to recruit a Junior Business Analyst to join the firm to undertake their university placement year. You will be someone who enjoys engaging with stakeholders from across the firm, e.g. Technical Team, Departmental Directors, Heads of Operations, Heads of Teams, etc.

You will work closely with colleagues to capture requirements, and, in order to drive the required efficiencies across the business, demonstrate the initiative to identify feasible, innovative solutions to satisfy those needs (e.g. standardisation of documentation, process automation, etc.).

As necessary, the Junior Business Analyst will support their colleagues in the creation of business cases to implement the chosen solution(s), and support their stakeholders in presenting options to senior colleagues for review / approval (e.g. the firm's Management Committee, Project Sponsors, etc.).

As well as assisting colleagues in identifying opportunities, efficiencies, etc., the Junior Business Analyst will help the IT Portfolio Manager to prioritise the Project Team's workload – ensuring that the team's objectives are aligned with the firm's needs.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

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We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.

Job title: Junior Business Analyst

Position Type: University placement - 12 month fixed term contract

Benefits:

- Competitive salary
- 25 days annual holiday
- Permanent Health Insurance
- Life Assurance
- Interest free Season Ticket Loan
- Private Healthcare
- Pension Scheme
- Staff Introductory Scheme
- Employee Assistance Programme

ROLE RESPONSIBILITY

This is an excellent opportunity for the right person to join a supportive and collaborative team. You will gain invaluable experience via exposure to the business, and thus help IT to deliver greater value to the firm. Specifically, the Junior Business Analyst will be responsible, with the support of the Projects Team, for:

- Engaging with, and managing, business stakeholders.
- Reviewing "as-is" processes and identifying business requirements / opportunities therein.
- Resigning optimal and innovative "to be" processes to take advantage of identified opportunities.
- Researching, documenting and developing technical and non-technical solutions to business requirements.
- Engaging 3rd parties / vendors with a view to implementing their systems.
- Creating business cases to promote the implementation of preferred solutions.
- Supporting project activities throughout the project lifecycle.
- Helping to develop and adopt agreed project governance processes, and adhering to the same.
- Identifying inefficiencies in processes, tools and systems, and proposing potential improvements.
- Collaborating with the IT Portfolio Manager to develop and implement agreed enhancements to existing practices.
- Helping the IT Portfolio Manager to align the Projects Team's deliverables with business requirements.
- Reporting progress to the relevant stakeholders.

ABOUT YOU

Ideally, you will be able to demonstrate;

- An understanding of the requisite skills, as detailed above.
- Currently undertaking an IT related degree at a UK university that offers a placement year in industry.
- Excellent communication and organisational skills – thus providing your colleagues with confidence that their needs and expectations are being suitably managed.
- The ability to develop and maintain effective, and mutually-beneficial, relationships with colleagues and supplier representatives.
- The ability to accept direction from, and offer guidance to, colleagues across the firm.
- An enthusiasm to develop both personally and professionally.
- A "right first time", delivery-focussed approach.

Want to know more?

People are the key to our success, so it's important that we can attract and retain the very best. As well as being driven to deliver the very best client experience, you'll also need to be someone who lives our values. We want you to help us shape our future.

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



Nicole Chapman

Senior Early Careers Advisor

+44 (0)20 3755 5744

nicole.chapman@howardkennedy.com

WWW.HOWARDKENNEDY.COM

No.1 London Bridge, London SE1 9BG

