

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

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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

HR Coordinator

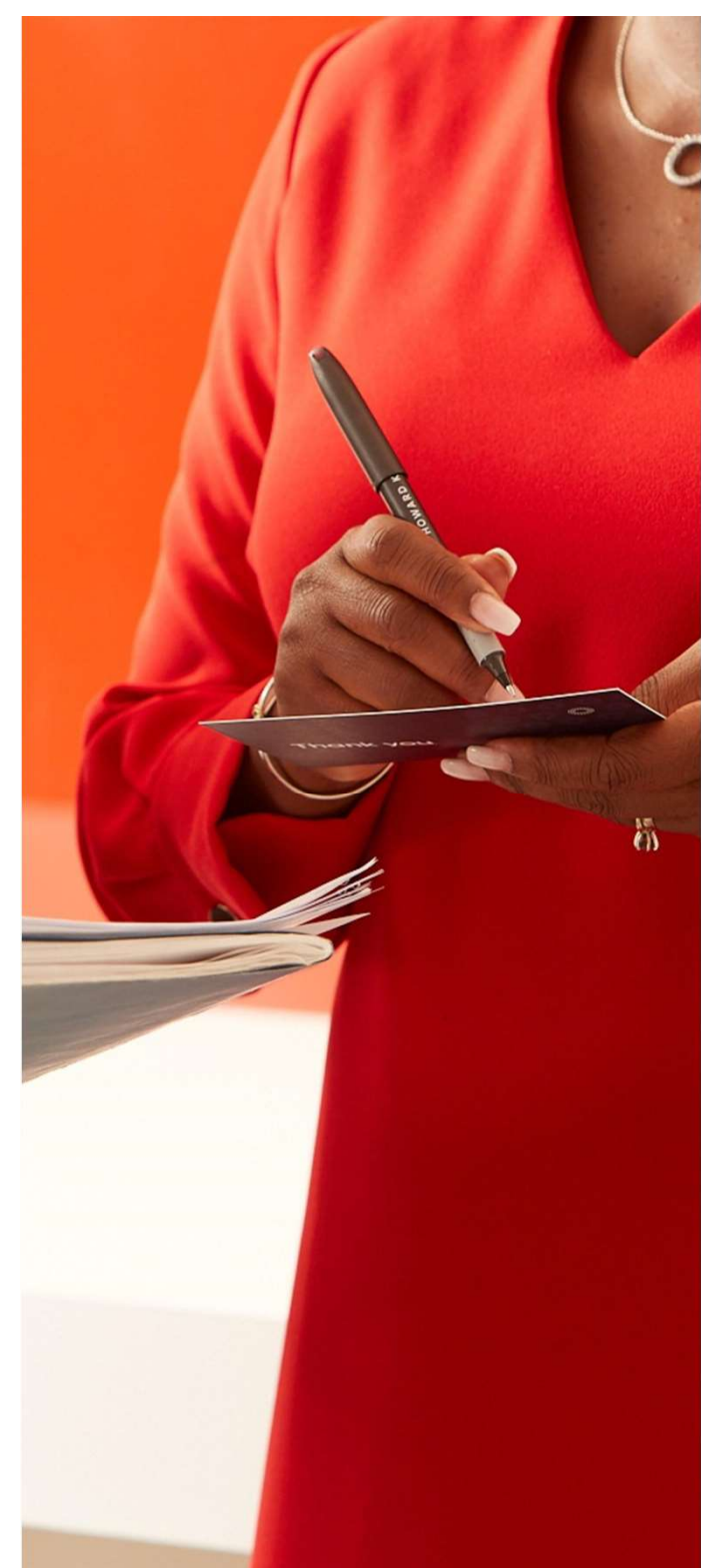
We are recruiting for an HR Coordinator to join our collaborative and supportive HR team. You will take responsibility for supporting the delivery of all aspects of the HR services to Partners and employees across the firm.

Working with our the HR team you will be involved with the full employee lifecycle incorporating generalist, recruitment, payroll, operations and development.

This is an excellent opportunity for someone with experience in HR to develop their skills and knowledge in a supportive and developmental environment.

Main Responsibilities

- Maintaining up-to-date and accurate personnel records including absence, holidays, probation and contract end dates within the HR System, Sage Salesforce
- Administering probation reviews, contract extension documentation, and obtaining references as required
- Administering all Partner and employee change notifications such as; joiners, leavers, title changes and promotions
- Responding to or escalating all enquiries in the AskHR inbox





- Facilitating the family leave process
- Facilitating the onboarding and induction process
- Managing onboarding screening process for all new joiners using Vero screening and BUPA
- Inducting new joiners to the firm with a welcome meeting and presentation
- Conducting new joiner training on Holiday and Benefits systems (Sage and Zest)
- Assisting with the payroll verification process
- Conducting exit interviews and preparing summary reports
- Producing monthly reports and maintaining HR and benefit systems
- Managing the firm's SRA data including instructing new joiners on how to update their profiles, and opting employees into bulk renewal
- Conducting regular system and data audits to ensure best practice is adhered to
- Administering benefit enrolment for new joiners
- Maintaining employee data on the performance system, and enrolling employees into annual reviews
- Maintaining org charts
- Producing adhoc reports where requested on people data (e.g. diversity statistics, headcount reports etc)
- Documenting and reviewing HR Standard Operating Procedures (SOPs) and recommending process streamlines where applicable
- Administering long service awards
- Processing HR related invoices



About you

Ideally you will be able to demonstrate;

- A passion for, and keen interest in developing a career in HR
- Experience in a similar environment in a HR focused role
- Excellent attention to detail
- Strong administration and organisation skills
- Discretion, with the ability to manage confidential / sensitive information
- Adaptability and flexibility, with the confidence to take initiative with new ideas and ways of working
- Excellent communication skills, both written and oral
- Excellent relationship building and stakeholder management skills with the ability to work well with others at all levels



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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