

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

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.

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

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?

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.



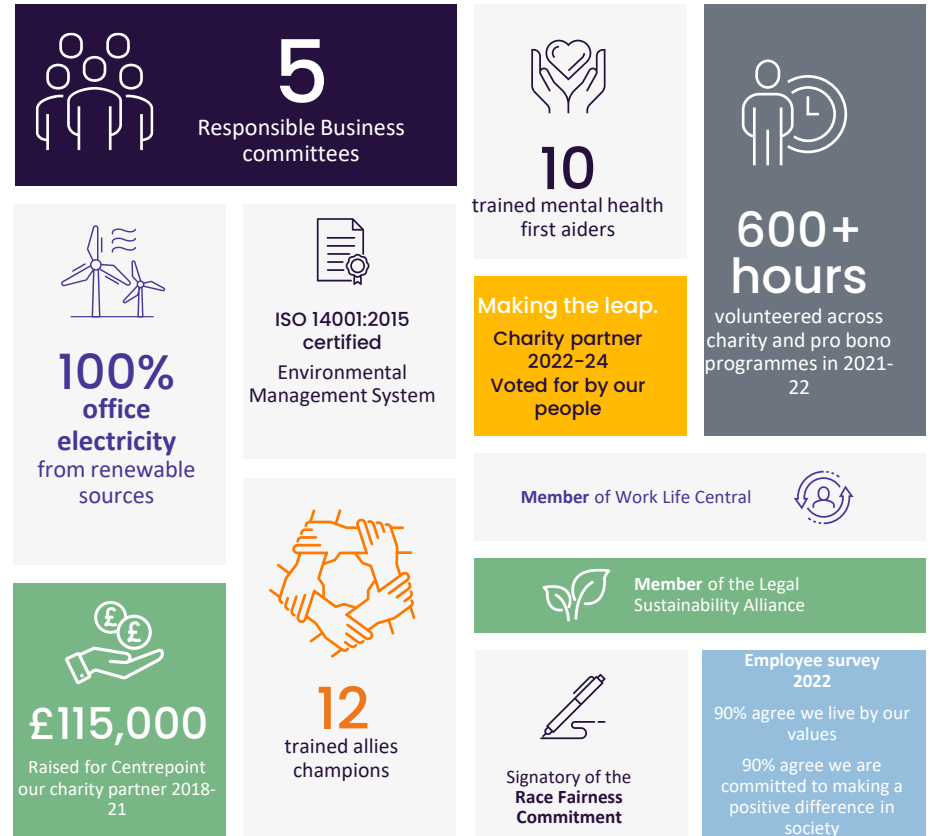
Responsible Business

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.

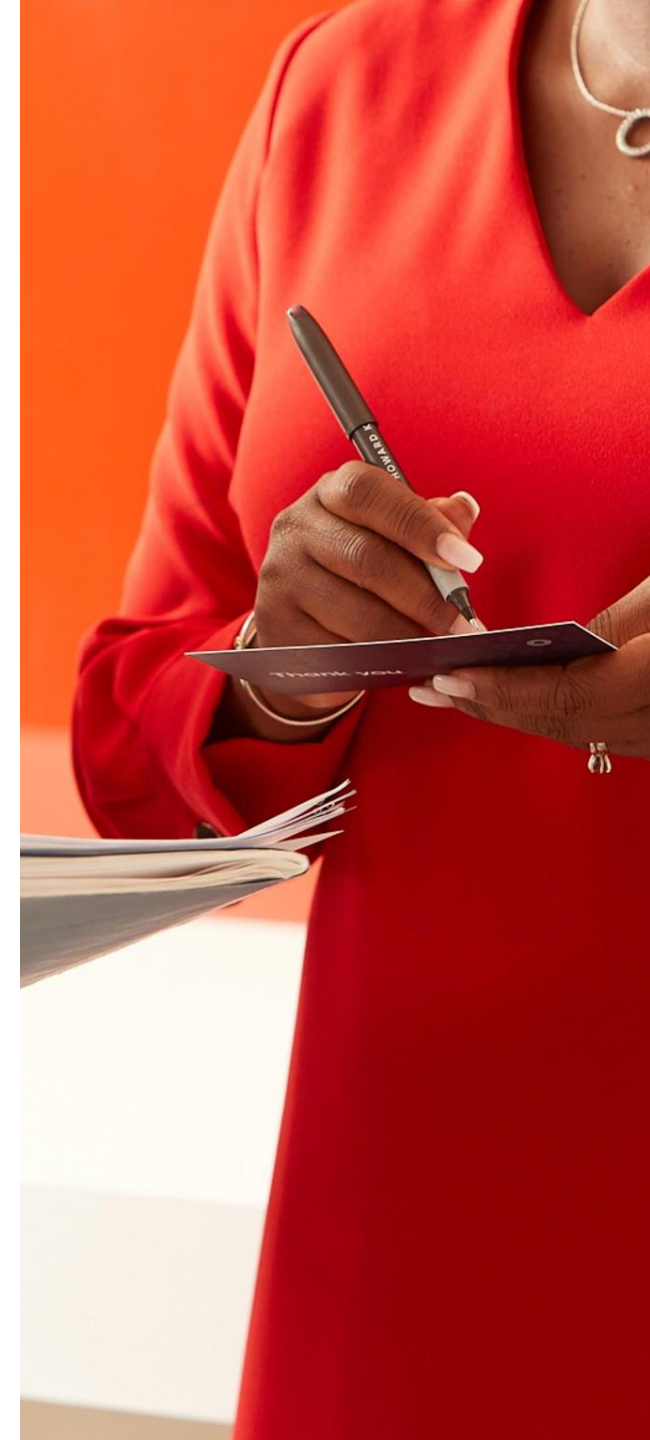


The Role

Legal PA & Team Coordinator (Dispute Resolution)

This is a fantastic opportunity for an experienced Legal PA to join our friendly and supportive Dispute Resolution department providing first-class professional support at partner level within Commercial Dispute Resolution, whilst also working closely with the Support Services Manager (SSM) to provide high level managerial support as Team Coordinator to all TA/PAs/EAs.

The successful candidate will be able to prioritise and delegate effectively and will have the excellent communication and organisation skills required to undertake this dual role. The PA elements of the role will take up most of your time, with the Team Coordinator element requiring approximately 30% of your time.





Main Responsibilities

PA Tasks

- Proactively managing and maintaining fee-earners' diaries, making appointments and co-ordinating internal and external client meetings including ensuring fee earners have relevant materials required for any meetings, the booking of meeting rooms, video conference facilities, refreshments, restaurants, taxis etc.
- Making extensive travel arrangements (domestic and foreign) including completing and submitting visas, producing itineraries and ensuring expenses claims are completed.
- Managing 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 (our document management system).
- Acting as the key contact point for internal and external queries posed to the fee-earners who you support.
- Producing documents as required - typing, drafting and amending documents, letters and correspondence where appropriate and proofreading all work to ensure consistent accuracy and high standard.
- Preparing account forms and 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.

Main Responsibilities

Team Co-ordinator Tasks

- Managing the day to day operations of the team, including being able to answer any technical questions from PAs/fee earners/The Operations team or diverting queries to the correct place/person.
- Providing regular updates on all staff movements and developments, acting as main point of contact between the SSM, Head of Operations (HoO), Heads of Teams (HoTs), Head of Department (HoD) and TA/PA/EA teams.
- Reporting to the SSM and assisting with the implementation of projects related to support services including, IT projects, BD processes, HR processes.
- Coordinating, monitoring and managing absence requests. Organising cover for PAs. Scheduling time off in lieu for PAs and ensuring it is taken in line with the policy.
- Handling end to end recruitment, co-ordinating induction/training of new joiners. Handling end to end leaver process.
- Working closely with SSM, HR and Head of Operations on the promotion, talent, pay and bonus reviews for TA/PA/EA population.
- Collaborating with the wider business services teams (IT, DPC, Document Services, Facilities, Records, BD, Risk & Compliance and Finance etc) to collate and circulate feedback on various processes, procedures, training, and other development initiatives. Assisting with the implementation and smooth transition of new processes and how that would work for Dispute Resolution.
- Organising and facilitating seating plans and moves within the department.
- Holding regular TA/PA/EA meetings/huddles as well as one-to-ones and setting up mentoring pairs.
- Conducting quarterly and end of year discussions with each TA/PA/EA, using our online performance tool, Performance Leader to set and track objectives, career progression and review feedback and progress on an ongoing basis.
- Conducting under performance reviews, gathering feedback, implementing PIPs and managing the hearing process (if needed).
- Implementing, familiarising, and keeping up to date with HR policies and procedures. Ensuring compliance and firm's policies, procedures, values, and initiatives are implemented within the team.
- Covering other Team Co-ordinators' allocations during periods of absence.
- Present and participate in team meetings and calls of various levels i.e. department meetings and business services meetings. Including, speaking at the quarterly Dispute Resolution team meetings to update the department on support services, changes, announcements etc.
- Providing BigHand administrative support.

About you

You will be able to demonstrate:

- Experience in a high performing legal environment, with experience working within Dispute Resolution.
- Excellent organisation, diary and time management skills. Having supported senior fee earners, including partners in your previous roles.
- The ability to multi task and prioritise effectively, in order to undertake the dual aspect of this role.
- A proactive, flexible and self-motivated approach with the ability to anticipate and plan ahead.
- Exceptional oral and written communication skills, with the ability to build relationships both internally and externally at all levels. Ability to gain trust and respect of all stakeholders including TA/PA/EA, Fee Earners and Departmental Heads, Head of Teams, and Head of Operations.
- Diplomacy with excellent judgement and emotional intelligence. Having confidence to make evidence based decisions, with the needs of the team and the business in mind.
- A high level of attention to detail.
- The ability to motivate, engage and develop the team, gaining their trust and respect.
- Knowledge of Microsoft packages such as Outlook, Word, Excel and PowerPoint.
- Experience with BigHand, Elite 3E, iManage/FileSite would be advantageous.
- The ability to deal with sensitive information in a confidential manner.

ADDITIONAL INFORMATION / SYSTEMS USED

- Microsoft 2010 / Windows 11 suites: Teams, Outlook, Word, PowerPoint and Excel
- iManage
- BigHand Digital Dictation System
- Elite 3E
- DocuSign
- BundleDocs / Acrobat Reader
- CRM





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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