

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

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.



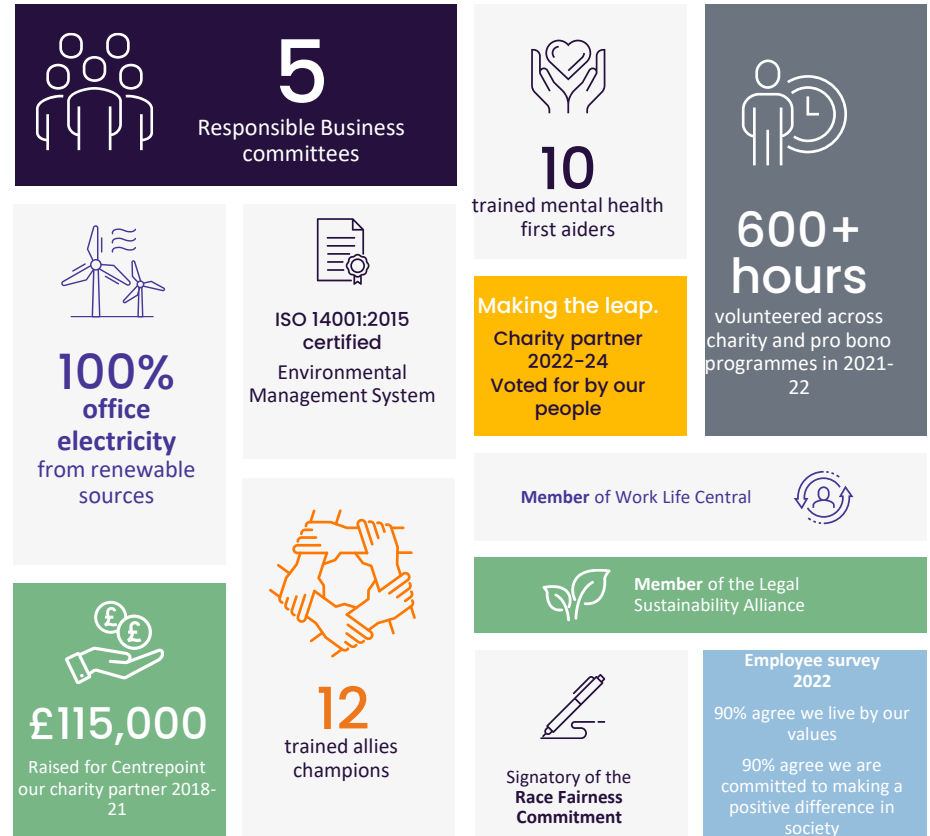
Responsible Business

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:

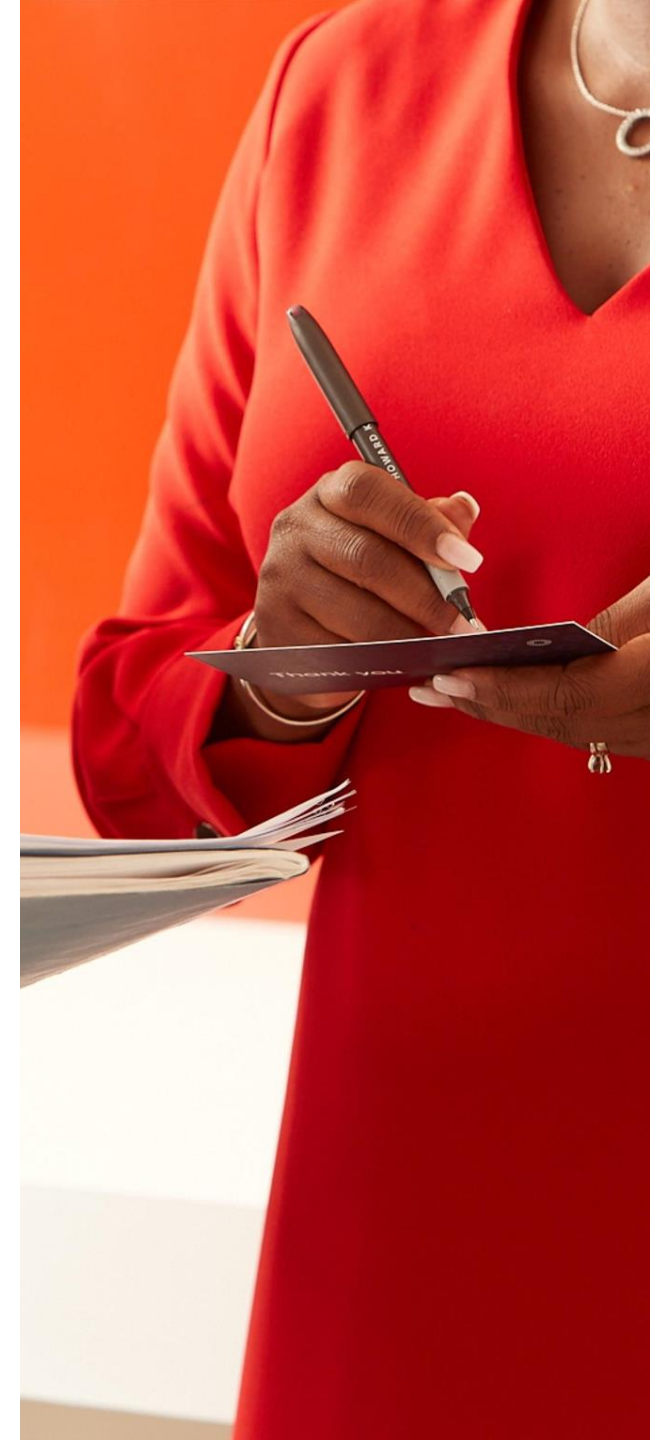
- **People:** Nurturing an inclusive, values-driven culture where everyone can be themselves, with their development and wellbeing at the centre.
- **Environment:** Working to reduce our environmental impact and promote environmental awareness and responsibility among our people.
- **Social Impact:** 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

Operations Manager (Fixed Term Contract - 6 Months)

We are seeking a highly organised and efficient Operations Manager to join us on a 6-month fixed-term contract. You will report directly to the Head of Operations, working closely with the Heads of Departments of two fee earning departments. You will be responsible for ensuring the smooth running of operational processes and will be involved in a wide range of practice support, project management, and ad hoc operational tasks, ensuring efficiency and operational excellence in the delivery of services to our clients.





Main Responsibilities

Departmental Support:

- Act as the primary point of contact for operational queries and tasks within two fee-earning departments.
- Support the Heads of Department and Head of Operations with tasks, including tracking departmental and team performance.
- Assist in the development and implementation of department-specific processes and workflows.

Practice Support:

- Provide support in managing day-to-day operations, ensuring high standards of service delivery.
- Assist in improving operational efficiencies and contribute to the ongoing refinement of operational processes.
- Work with the departments and project teams on implementation of new software and processes.
- Coordinate functions that support the department in order to manage BAU processes.
- Assist with resource planning.
- Ensure the handover of data for leavers and joiners is planned and executed mitigating any risk.
- Stress test non-partner hire requests and create business cases.

Project Management:

- Contribute to, track, and report on departmental projects as directed by the Head of Operations.
- Support the planning, coordination, and execution of key initiatives within the departments, ensuring alignment with the firm's strategic goals.
- Collaborate with cross-functional teams to ensure timely delivery of projects.

Main Responsibilities

Business Development:

- Assist with pricing, fee estimates and ad hoc profitability analysis to be used in business development activity such as pitches.
- Provide required data to BD and sector leads to help substantiate approach and investment

Communication & Reporting:

- Regularly update the Head of Operations on the status of projects or departmental initiatives.
- Assist and support department wide communications, ensuring clear and effective communication between departments, senior leadership, and other stakeholders.
- Provide input to the preparation of agendas and slides for leadership meetings and department meetings.
- Maintain comprehensive documentation for all processes and projects.
- Oversee and quality check the production of the monthly Board report.

Continuous Improvement:

- Work with the team to identify areas for operational improvements and contribute to the continuous development of best practices across the firm.
- Implement solutions for streamlining processes and enhancing overall department performance as directed by the Head of Operations.





About you

Ideally you will be able to demonstrate;

- Proven experience in an operations management role, ideally within a law firm.
- Strong project and process management experience, with the ability to manage multiple priorities and deadlines.
- Excellent communication and interpersonal skills with the ability to build relationships across all levels of the firm.
- Strong data analysis skills and a keen eye for detail.
- Strong problem-solving skills, with the ability to think critically.
- Flexibility and adaptability, with a positive approach to handling change.
- Familiarity with legal practice management software and systems.



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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