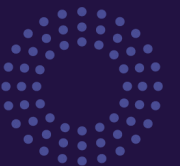




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Project Manager, 12 month FTC



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 that come and work for us, and the same vision and values.

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



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Managing Partner

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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

They point us in the right direction so that we can keep our firm's promise and grow our business.



Howard Kennedy at a glance

We have over 150 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.

375+

People

150+

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

£56.9m

2020/2021 revenue



Why Howard Kennedy

Work 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 both legal professionals and our business services teams. 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

We are looking to recruit a Project Manager who enjoys engaging with stakeholders from across the firm, e.g. Technical Team, Departmental Directors, Heads of Operations, Heads of Teams, etc.

You will primarily support colleagues in the successful identification and delivery / implementation of feasible, innovative solutions to satisfy business requirements.

In addition, you will work closely with the IT Portfolio Manager to coordinate and prioritise the Projects Team's response to the business's needs.

Job title: Project Manager

Position Type: 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 small, supportive and collaborative team. The role holder will gain invaluable exposure to the business, helping IT to deliver greater value to the firm.

Specifically, the individual will be responsible for:

- Engaging with, and managing, business stakeholders.
- Implementing solutions via collaboration with external (3rd party) resources, as necessary.
- Proactively managing multiple concurrent, diverse projects from end-to-end.
- Managing changes in pre-defined project scope, deliverables, cost, timeline, etc. and driving unexpected situations to satisfactory conclusion via considered planning.
- Preparing and maintaining relevant project documentation to ensure that key project stakeholders are kept abreast of progress, risks, issues, financial and / or resource challenges, etc.
- Supporting business analysis activities.
- Collaborating with the Projects Team to:
- Develop and implement project governance processes, and adhering to the same.
- Develop and implement agreed enhancements to existing practices.
- Identify inefficiencies in processes, tools and systems, and proposing potential improvements.
- Align the Projects Team's deliverables with business requirements.
- Report progress to the Director of IT.

Requirements:

- Proven experience in managing IT projects within (preferably) legal and / or professional services environments – demonstrating a range of skills, as detailed above.
- Proven experience in delivering innovation within (preferably) legal and / or professional services environments – demonstrating a range of skills, as detailed above.
- Knowledge of law firms and legal technology – in particular, legal-centric applications such as: MS Office and other document-production solutions; Case / Matter Management; Document Management Systems (DMS); Customer Relationship Management (CRM); Accounting; Billing; Time-Recording; intranet, etc. - including how lawyers and support staff use these technologies.
- Formal project management qualifications (e.g. Prince2, PMP or equivalent other).

About you

- Excellent communication and organisational skills – 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 senior management / Executives, colleagues and supplier representatives.
- The ability to accept direction from, and offer guidance to, colleagues across the firm.
- Commercial awareness, including demonstrable negotiation skills when working with vendors / suppliers.
- An enthusiasm to develop both personally and professionally.
- A "right first time", delivery-focussed approach.

Clients we've helped



Pandora Jewellery

Advising on the real estate aspects of the buy-back of its UK franchised business and its continued acquisition programme.

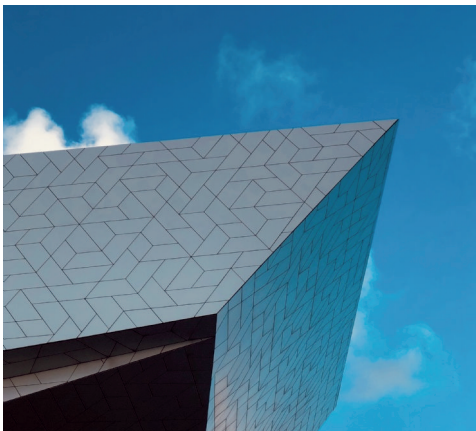
Advising a household name real estate business on complex employee relations issues and enforcing restrictive covenants against departing employees.

Merton Catalyst

Advising on the development agreement, 106 obligations, affordable housing and construction of former Wimbledon football stadium Plough Lane.



Advising several banking institutions on the construction aspects of numerous development projects they are financing.



Galliard Homes

Acting for construction of its 900 unit mixed-use scheme, Harbour Central, and the forward sale of 300 units to a US fund.



Acting for a major general book publisher on the move to a new 36,500 sqft headquarters in London EC1.

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.



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