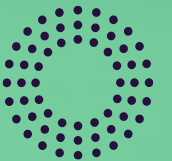


HOWARD KENNEDY



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

Craig.Emden@howardkennedy.com

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.



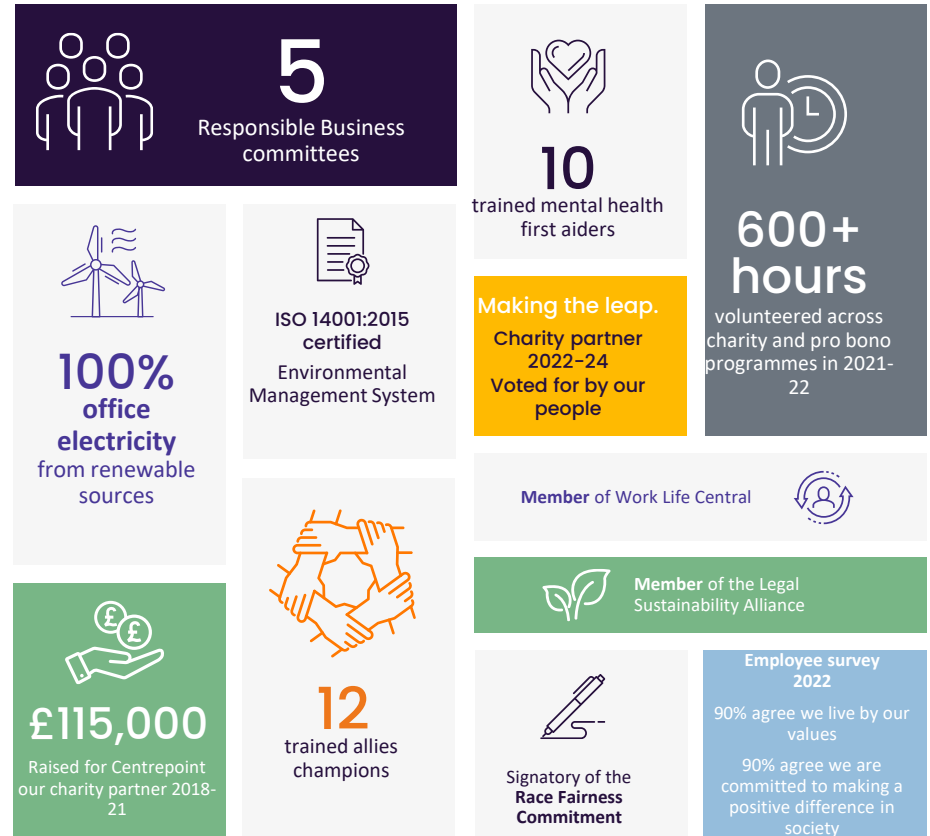
Responsible Business

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

HR Assistant

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

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

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

HR Systems

- Administer and maintain up-to-date and accurate HR records across all employee lifecycle activities, including onboarding, leavers, absence, holidays, probation and contractual changes within the HRIS, Sage Salesforce.
- Administer all changes on our benefits system such as joiners, leavers, title changes, benefit enrolments and promotions.
- Conduct regular system and data audits to ensure best practice is adhered to and ensure a high level of accuracy of data entry.
- Configure, test and improve aspects of the HRIS in line with HR Operational requirements and best practice, to streamline operations and create efficiencies.
- Maintain the HRIS, Zest benefits and Performance Leader systems in line with cyclical activities, such as performance reviews, benefits renewal, pay review, role changes, onboarding and offboarding.
- Regularly document and review HR Standard Operating Procedures (SOPs) in relation to the HRIS.
- Produce accurate monthly, weekly, and ad hoc reports on a range of topics for various stakeholders, including headcount, diversity, and turnover.
- Support in the testing of the configuration of benefits' system, Zest, for the annual benefits renewal.
- Provide first line support to all colleagues in respect of any queries within the HRIS, Zest and Performance Leader.

Main Responsibilities

HR Operations

- Conduct the end-to-end onboarding and offboarding process, ensuring all systems, folders and teams are kept updated with all new joiner and leaver activity.
- Manage onboarding screening process for all new joiners using Vero background screening and BUPA health screening.
- Lead the new joiner induction process and conducting the HR induction, as well as organising all other inductions for the relevant departments.
- Conduct new joiner training on Sage, Zest and Performance Leader.
- Produce accurate calculations and documentation for all employee lifecycle activities, including but not limited to probations, family leave, contractual changes, pay review and references.
- Manage the end-to-end family leave processes, consulting with the HR Business Partners where required.
- Accurately maintain and update the payroll tracker, capturing all changes occurring in the month and consulting with the team where required.
- Prepare the payroll and benefits schedules and verifying the schedules against the payroll tracker.
- Conduct exit interviews and preparing summary reports.
- Document and review HR Standard Operating Procedures (SOPs) and recommending process streamlining where applicable.
- Respond to queries in the HR inbox, escalating where required to the team and providing insights into FAQs to improve communications or signposting across the Firm.





Main Responsibilities

- Respond to queries in the HR inbox, escalating where required to the team and providing insights into FAQs to improve communications or signposting across the Firm.
- Manage the Firm's SRA data, including instructing new joiners on how to update their profiles and opting employees into the bulk renewal.
- Proactively maintain accurate org charts in line with the changes across the firm.
- Administer long-service awards.
- Process HR related invoices.
- Share the weekly People Movements with the Firm.
- Lead the weekly Operations Meetings, sharing updates on employee lifecycle activities.
- Support the HR Systems and Reward Manager in the pay review process, as required.
- Update the intranet site or internal communications with any communications or changes, as required by the team.

About you

- Robust experience using and administering employee lifecycle events in a HR system, ideally Sage Salesforce.
- Experience with system configurations, with a detailed understanding of system landscapes and operations.
- Excellent attention to detail and diligence in delivery of work.
- Proactivity in generating ideas for improving and streamlining HR operations.
- Strong administration and organisation skills.
- Ability to effectively manage various tasks and activities, based on the team's needs, with a high degree of accuracy.
- Excellent communication skills, both written and oral.
- Previous experience in a similar environment in an HR-focussed role.
- Excel experience; running reports, maintaining, and creating spreadsheets, lookups, and pivot tables.
- Experience administering flexible benefits platforms and performance review systems.
- Experience with mail merges and large data files.



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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