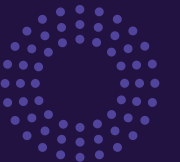




HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

Recruitment Advisor



# 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. 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 share 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.



**Craig Emden**

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 through the development of our responsible business strategy. This has been achieved through engaging with an expert consultant and involved input from both internal and external stakeholders. This strategy is now being rolled out to the firm, which includes the appointment of our first Responsible Business Manager.

## 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

## 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.
- **Clients:** Helping our clients to achieve their own Environmental, Social and Governance (ESG) ambitions offering support with a range of issues.



**5**

Responsible Business committees



**10**

trained mental health first aiders



**600+ hours**

volunteered across charity & pro bono programmes in 2021-22



**100%**  
office electricity  
from **renewable**  
source



**ISO 14001:2015**  
**certified**

Environmental Management System

### Making the Leap.

**Voted for by our people**  
our charity partner 2022-24



**12**

trained allies champions

**Member** of Work Life Central



**Member** of the Legal Sustainability Alliance



**£100,000**

Raised for Centrepoin, our charity partner 2018-21



**96%**

of our people agree we have an ethical culture



Signatory of the **Race Fairness Commitment**



**92%**

of our people agree we live our value of "Be Yourself"

# Job description

## THE ROLE

We are seeking a Recruitment Advisor to join our friendly and collaborative HR team. You will support the business across all Business services and Fee earner recruitment. You'll work closely with direct candidates, building strong relationships with them, and also with recruitment agencies, ensuring they have everything they need in order to assist us in recruiting the best talent.

We are looking for someone who is passionate about candidate experience and internal client service, who is keen to bring ideas to the team with the ability to implement them.

This is a hands on and varied role which offers plenty of scope to support the business by hiring the right talent, developing and using the appropriate selection process as well as using cost effective approaches to candidate sourcing.

**Job title:** Recruitment Advisor

**Position Type:** Permanent

**Reports to:** Senior Recruitment Manager

### 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

- Working closely with hiring managers across the business on current recruitment needs for both fee earning and business services vacancies, managing the recruitment process end to end.
- Taking a pro-active approach to candidate sourcing, including talent pipelining and networking, building relationships with direct candidates.
- Sourcing, screening and shortlisting candidates for vacancies through implementation of cost effective sourcing strategies - utilising LinkedIn, market mapping tools, employee referrals, and other direct recruitment activities.
- Where appropriate working in conjunction with recruitment agencies on the delivery of effective recruitment processes. Working closely with the Senior Recruitment Manager, building strong relationships with agency suppliers.
- Managing candidates through the recruitment process, ensuring a positive candidate experience at all times, in line with the firm's core values.
- Continually developing an understanding of the recruitment market through gaining insight from agencies, candidates and other sources including networking groups. Sharing insight with hiring managers and key internal stakeholders.
- Overseeing the onboarding for all new joiners, co-ordinating onboarding activities across various departments.
- Working closely with the Recruitment Assistant and HR Administrator on all recruitment related admin activities such as interview scheduling and pre employment screening.
- Providing relevant recruitment data and reports for the Board, Management committee and other internal stakeholders.
- Ensuring that recruitment activities and initiatives support and are aligned to the Diversity & Inclusion strategy of the Firm and that D&I is embedded in all processes. Supporting the implementation of innovative strategies to attract diverse candidates.
- Supporting the Senior Recruitment Manager with Partner recruitment where necessary.
- Working closely with the Early Careers Senior Advisor on Trainee recruitment initiatives where necessary.



## About you:

Ideally you will be able to demonstrate;

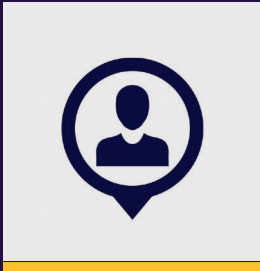
- Recruitment experience gained in a professional services environment.
- An understanding of and interest in the legal industry and legal career pathways.
- Either agency or in-house recruitment experience, or a combination of both.
- A creative approach to candidate sourcing, with experience in using direct recruitment tools.
- Experience of using an Applicant tracking system (Tribepad preferred but not essential).
- Excellent communication and relationship building skills with the ability to build both internal and external relationships at all seniority levels.
- Excellent candidate management skills, with a passion for candidate care.
- Excellent organisational skills, with the ability to manage conflicting priorities often of an urgent nature.
- Strong attention to detail, taking pride in your work.



# 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.



**Laura Cooper**

Senior Recruitment Manager

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