

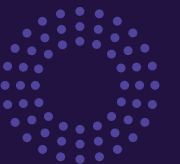


HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

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Legal PA – Corporate, Employment



# 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 who come to work for us have the same vision and values.

As a law firm we aim to provide straightforward commercial 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



# 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.

**450+**

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

## Working 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 all employees. 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

Due to an internal promotion, we are looking for a PA to join our friendly and supportive Employment team on a permanent basis, providing first class professional PA support to a number of fee earners. This role will support the Employment fee earners, including the Partners and/or the Head of Employment, to provide high-quality legal services to a very interesting client base.

We handle the full range of contentious and non-contentious employment issues. Our clients include recognised names both nationally and internationally, particularly in the Financial Services, Energy, Media, Retail & Leisure and professional services sectors.

The Employment team consists of two Partners, two Consultants and two Legal Directors who are supported by a team of Associates and a Solicitor.

The Legal PA will be an integral part of a busy department and will work principally for named fee-earners, but also as part of the EA/PA team. We're looking for an experienced Legal PA that can prioritise and delegate effectively, with good communication, organisational skills and the ability to work well and calmly under pressure in a fast paced role.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

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**We're proud of our journey. Without losing sight of where we've come from, we are focused on where we're going. We are evolving and growing every day. And just like our clients, we are ambitious and moving forward.**

**Job title:** Legal PA

**Position Type:** Permanent

**Reports to:** Team Coordinator

### 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

- Proactively manage and maintain fee earner diaries, making appointments and co-ordinating internal meetings and external client meetings including the booking of meeting rooms, video conference facilities, refreshments, restaurants, taxis etc, ensuring fee earner keep to schedule and that all necessary materials are to hand.
- Making travel arrangements, producing detailed itineraries and ensuring expenses claimed are completed.
- Management of fee earners' inboxes when they are out of the office and monitoring and responding to post/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 into iManage.
- Communicate with clients to support our client relationships and be able to deal with client queries.
- Respond and deal with external or internal telephone calls and queries in a professional manner, taking clear and concise detailed messages, and liaising with Employment Tribunal offices and Counsel's clerks as required.
- Attend meetings to take minutes, including recording relevant action points and working with fee earners to action these.
- Assist with client on-boarding including drafting engagement letters, and obtaining KYC and monies on account.
- Manage the workflow to our Document Production Centre ensuring dictations and documents are submitted and returned in a timely manner.
- Document amendments, comparisons and proof reading all work to ensure consistent accuracy and high standard.





## ROLE RESPONSIBILITY CONTINUED

- Typing and drafting where appropriate. For example, able to independently and accurately draft detailed emails/letters/presentations applying own knowledge of the matter and by sourcing ongoing information.
- Take responsibility for and leads on departmental and firm initiatives, including on BD and other internal initiatives, as requested by fee earners.
- Preparation of account forms e.g. Chaps payments.
- Coordinate 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. Assisting with debt management.
- Working with the BD team and fee earners to assist with pitch preparation, management of BD mailings, and coordinating responses and BD events.
- Bundling – both electronic and hardcopy (copying; compiling; preparing an index; paginating).
- Small volume photocopying and scanning, file opening and closure, collating and indexing legal documentation.
- Ensuring any paper/electronic filing and archiving required are kept up to date.
- Undertaking research using the internet, databases etc.
- Maintaining the stationery supplies and ensuring the areas are kept tidy.
- Support to other EAs and PAs where required, especially during any absence.





## ABOUT YOU

Ideally you will be able to demonstrate;:

- Experience in a deadline-driven, high performing legal team, ideally Employment Team, within a private practice.
- Experience of working with and knowing how to deal with difficult and often sensitive situations in a professional manner.
- Good knowledge of Microsoft packages such as Outlook, Word Excel and PowerPoint.
- Excellent oral and written communication skills.
- Excellent diary management, organisational and time management skills.
- Flexible and adaptable.
- Excellent attention to detail.
- Client service orientated approach.
- Leads by example and is seen as a role model.
- Displays discretion when dealing with sensitive information.
- Proactive, flexible and self-motivated.
- A strong team player.
- Experience with BigHand, Elite 3E, iManage and DocuSign would be advantageous.



# 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.



**Nicole Chapman**

Recruitment Advisor

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