



HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

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Associate - Investment, Landlord & Tenant- Real Estate



# 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 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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+44 (0)20 3755 5442

[craig.emden@howardkennedy.com](mailto:craig.emden@howardkennedy.com)

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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.

**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

## 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

The Real Estate department at Howard Kennedy covers all aspects of property-related legal services and acts for a wide range of clients including many household names in the retail and hospitality sector, property investors and funders and large-scale residential developers.

Our investment Landlord and Tenant team focus on all aspects of non-contentious commercial property transactions, advising on acquisitions and disposals of freehold and leasehold properties, on the real estate aspects of portfolio management, insolvency and all other landlord and tenant matters. The team have an extensive and varied client base acting for global brands and quoted companies including Pizza Hut, Pure Gym Patty&Bun, Reiss and Tortilla.

The team's recent work includes;

- Acting for a crazy golf and street food vendor chain on the real estate aspects of their investment.
- Advising a high-end fast growing health focused grab and go food business on its continued expansion including transport hubs.
- Acting for a global fashion brand on its site acquisition and portfolio management.
- Advising Taiwanese restaurant on its acquisition in London's Borough Market.

We are looking for an experienced Associate to join the team working closely with and supporting senior fee earners in the team on tasks across a wide range of matters. This is an excellent opportunity for those seeking continued career development, with responsibility for client relationship management real opportunities for ownership.

**Job title:** Associate

**Position Type:** Permanent

### 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 across a variety of tasks and responsibilities including;

- New leases and renewal leases
- Landlord & Tenant management work
- Assisting in drafting of Certificates of Title
- Commercial acquisitions and disposals of property assets
- Buying and selling vacant possession property; Reviewing and commenting on Heads of Terms, Reviewing and commenting on contracts for sale and purchase, Reviewing title, Dealing with enquiries and searches, Dealing with post-completion matters.
- Ensuring that all client matter schedules are up to date and are maintained for both internal and external use
- Participating in and instigating business development activity, including attendance at appropriate events and production of content for publication
- Undertaking a range of continuing professional development activities

## ABOUT YOU

You will be able to demonstrate;

- Relevant post qualified real estate experience of landlord and tenant work, property transactions and general commercial Real Estate
- A demonstrable interest in real estate and the type of work carried out
- A commercial approach to problem solving and providing innovative solutions
- Strong organisation skills with the ability to manage and prioritise workloads, working to tight deadlines where the input of others is often required, keeping accurate time records, organising files and carrying out all necessary administrative tasks
- Thoroughness and attention to detail
- Confident and effective communication skills
- The ability to build effective working relationships with clients and colleagues at all levels
- A commercial approach to client service

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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.**

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

# 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**

Recruitment Manager

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+44 (0)20 3755 5682

[laura.cooper@howardkennedy.com](mailto:laura.cooper@howardkennedy.com)

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[WWW.HOWARDKENNEDY.COM](http://WWW.HOWARDKENNEDY.COM)

No.1 London Bridge, London SE1 9BG

