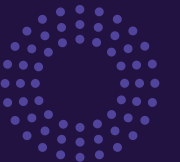




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

IT Administrative Assistant (2 Month Fixed Term Contract)



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

+44 (0)20 3755 5442

craig.emden@howardkennedy.com

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, and Occupational Health support.

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 highly organised and detail-oriented individual to join our IT team as an IT Administration Assistant on a 2 month fixed term contract. You will ensure the accurate and timely input of essential data into our IT service desk platform . This role will suit candidates with excellent attention to detail and strong communication skills.

CRAIG EMDEN, MANAGING PARTNER, HOWARD KENNEDY

”

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: IT Administrative Assistant

Position Type: 2 Month Fixed Term Contract

Reports to: IT Director

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

- Liaising with colleagues across the team, gathering and inputting vendor contact, contract, maintenance & license information
- Liaising with third party vendors to obtain critical support information for accurate entry to the IT service desk platform
- Accurately entering data into the IT service desk system ensuring data accuracy and completeness
- Assembling training information and adding to the knowledgebase within the IT service desk platform
- Generating reports and extract data as required
- Assisting in maintaining data security and confidentiality
- Troubleshooting and resolving data entry issues

ABOUT YOU

- Previous experience in data entry and database management or a similar administrative focused role
- Proficient in Microsoft Office Suite
- Excellent communication and organisational skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Familiarity with data security and confidentiality protocols
- Experience of using an IT service desk platform (desirable but not essential)



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

+44 (0)20 3755 5682

Laura.cooper@howardkennedy.com

WWW.HOWARDKENNEDY.COM

No.1 London Bridge, London SE1 9BG

