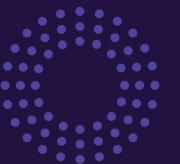




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

People Development & Culture Assistant
Part-time - 0.8 FTE (4 days per week)



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.

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

We are looking for a People Development and Culture Assistant to join our HR team on a part-time, permanent basis. This role will support the development of the firm at an exciting time in its growth.

You will work alongside the Head of People Development and Culture to develop our people. As this role is a mix of development and culture, you will also be involved in supporting the engagement and inclusion strategy, which is a focus of our Responsible Business strategy.

We're looking for someone who has strong organisational skills, who wants to develop their knowledge in learning and development, and culture change. Strong IT skills are critical and training on the specific systems used will be provided. You will liaise with a wide range of internal stakeholders and as we are a people focused firm, you must have a passion to work with people.

You can expect to be busy in this role and enjoy the feeling that you're contributing to the delivery of the firm's strategic goals.

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: People Development & Culture Assistant

Position Type: Permanent, part-time (4 days per week)

Reports to: Head of People Development & Culture

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

Development

- Working with the Early Careers Senior Advisor to administer the central trainee programme.
- Map out the annual development curriculum alongside the Head of People Development and Culture. The formal training sessions will cover both fee earners and non- fee earners.
- Promote available training to employees (on our intranet, Bridge It; via emails using Vuture etc)
- Administer the registrations for training sessions and send reminders.
- Managing the administration of firmwide learning events (outsourced and/or in-house).
- Set up and host Zoom sessions, recording and uploading to Stream as appropriate.
- Where necessary, securing conference rooms (internal or external) and necessary AV/IT support, coordinating room set-up and materials, and troubleshooting as needed.
- Gather and analyse feedback from facilitators and participants after each session. We currently use SurveyMonkey for all our surveys.
- Identify development trends/needs in the feedback to raise with Head of People Development and Culture. Keep up to date with industry trends and suggest new areas of development.
- Administer the Reverse Mentoring programme, which is currently part of our Future Leaders' Programme.

- Set up one to one meetings with the Future Leaders and People Development and Culture Manager.
- Support the administration of the Apprenticeship Programme, alongside the Early Careers Senior Adviser.
- Support work experience programme, alongside Early Careers Senior Adviser.

Culture

- Administer engagement surveys using SurveyMonkey.
- Support the Inclusion initiatives which will include setting up relevant training sessions with external facilitators.
- Support the development of networks across the firm, eg. paralegal network.
- Support the campaigns which are currently focused on LGBTQ+ women; Black, Asian, Minority Ethnic; disability; working with the relevant Forum groups. Our Inclusion initiatives form part of our Responsible Business focus.
- Evaluate and recommend process improvements to ensure department efficiency.
- Assist with special projects and collaborates with other departments as needed.



ABOUT YOU

Ideally you will be able to demonstrate;

- Experience of working in a law firm or a professional services environment in a training or professional development role, coordinating training and/or professional development program and initiatives
- Knowledge of effective learning and development strategies, including new ideas
- Knowledge of diversity and inclusion trends and initiatives
- Excellent level of IT literacy, including Outlook, Excel, PowerPoint and Word
- Excellent oral and written communication skills
- Excellent administration skills
- Strong organisational and decision-making skills
- Ability to work in a team
- Ability to manage and handle multiple tasks
- Outstanding client service and problem-solving skills
- Attention to detail

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.



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