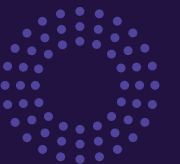




HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

Secretarial Team Co-ordinator (Fixed Term Contract – 12 Months)



# 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

This is an excellent opportunity for an experienced PA to work closely with the Support Services Manager (SSM) to provide high level managerial support to TA/PA/EAs in our Family and Private Client Department, whilst maintaining efficiencies across the department. This is a dual role where the team co-ordinator will also provide PA support at partner level.

**Job title:** Secretarial Team Co-ordinator

**Position Type:** Fixed Term Contract - 12 Months

### 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

- Act as the main point of contact between allocated TA/PA/EA teams and SSM, Head of Operations, Heads of teams (HoTs) and Head of Department (HoD) providing regular updates on all staff movements and developments.
- Manage the day to day operations of the team and being actively able to answer any technical questions from a PA or diverting queries to the correct place/person.
- Report to SSM and assist with the implementation of projects related to support services.
- Coordinate, monitor and manage absence requests and organise cover.
- Handle recruitment (e.g. seek relevant approvals, review CVs and interview candidates), co-ordinate induction/training of new joiners.
- Work closely with SSM, HR and Head of Operations on the promotion, talent, pay and bonus reviews for TA/PA/EA population.
- Work with the wider business services teams (IT, DPC, Document Services, Facilities, Records, BD, Risk & Compliance and Finance etc) to collate and circulate feedback on various processes, procedures, training, and other development initiatives.
- Representative to the secretarial population and actively leading by example.
- Chairing regular TA/PA/EA meetings/huddles as well as one-to-ones and setting up mentoring pairs.
- Conduct quarterly and end of year discussions with each TA/PA/EA, using Performance Leader to set and track objectives: career progression and review feedback and progress.
- Implement, familiarise, and keep up to date with HR policies and procedures. Ensure all compliance and firm's policies, procedures, values, and initiatives are implemented within the team.
- Ensure a transparent and consistent line of communication between yourself and fee earners/partners.
- Cover other Team Co-ordinators' allocations during periods of absence.
- Make executive and evidence based decisions.
- Work collaboratively with DPC Workflow Co-ordinator to ensure work is carried out to a high standard and provide feedback where necessary.
- Present and participate in team meetings and calls of various levels i.e. department meetings and business services meetings
- Generate and offer new ideas in group brainstorming discussions
- Attend people manager forums and readily participate in discussions, activities, and training opportunities.
- Encourage team work where appropriate and identify gaps in your own team in order to improve/streamline business processes.
- Be mindful of business need and team budgets.
- Provide BigHand administrative support.

## ABOUT YOU

### You will be able to demonstrate;

- Proactive – ability to anticipate and plan ahead.
- Effective in multi-tasking and undertaking a dual role.
- Able to demonstrate emotional intelligence.
- Enthusiasm and resilience.
- Highly developed communication skills.
- The ability to liaise at all levels, including managing partner level.
- A highly level of organisation, confidence, and assertiveness.
- Good prioritisation skills with the ability to anticipate and take initiative.
- Diplomacy, with good judgement.
- The ability to deal with sensitive information in a confidential manner.
- Ability to gain trust and respect of all stakeholders including TA/PA/EA, Fee Earners and Departmental Heads, Head of Teams, and Head of Operations.

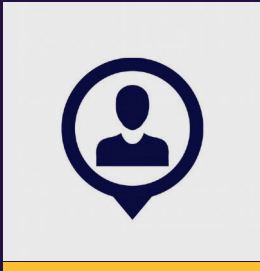
## ADDITIONAL INFORMATION / SYSTEMS USED

- Microsoft Outlook 2010
- Microsoft Word 2010
- Microsoft PowerPoint 2010
- Microsoft Excel 2010
- PDF Docs/Acrobat Reader
- Microsoft Teams
- iManage
- BigHand Digital Dictation System including BigHand Administration
- Elite 3E
- Carpe Diem
- My Performance Leader
- Docusign
- HubShare

# 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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+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

