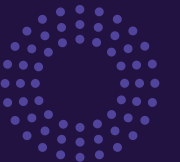




HOWARD KENNEDY

Your straightforward guide to working at Howard Kennedy

Information and Metadata Manager



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.



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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 exciting opportunity to join an expanded role within the firm's Knowledge and Information team. One of two professional librarians, this role particularly focuses on managing metadata within the firm as well as the hard copy resources and associated budgets. The successful candidate will also be required to assist in managing legal and business research requests from fee earners and other staff.

This role requires an information professional with experience and a particular enthusiasm for classification as they will have day to day responsibility for implementing a firm taxonomy project in conjunction with other stakeholders and the knowledge team.

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: Information and Metadata Manager

Position Type: Permanent

Reports to: Legal Director, Knowledge Management

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

- Management of hard copy books, looseleafs and journals along with corresponding budgets and payment of invoices
- Cataloguing new hard copy and online titles and employing the current library management system
- Carrying out legal/business research and setting up current awareness alerts on behalf of fee earners and business services communities
- Managing the firms CLA and NLA copyright licences, dealing with queries in this area and improving user knowledge (in both the fee earning and business services communities)
- Analysing statistics around enquiries and use of subject materials to ensure best value for money and considering alternative suppliers
- Assisting with new user inductions
- Implementing and maintaining a firm classification system (taxonomy), including taxonomy software systems that meet the requirements of our internal stakeholders across the firm.
- Maintaining the firm's hierarchy of terms any future software selected
- Leading on project/s and associated activities, when required.

ABOUT YOU

Ideally you will be able to demonstrate;

- A graduate or equivalent, with a library/information qualification or equivalent experience
- Proven experience of designing and constructing knowledge organisation structures and hierarchical relationships, e.g. a firm taxonomy, and implementing or managing systems for maintaining these
- Demonstrable experience of applying metadata across a variety systems such as intranets, LMS and DMS
- Knowledge and experience of utilising legal or business databases to carry out research for internal staff e.g. Westlaw UK Lexis Library
- Ability to work collaboratively as part of a small team and with other key internal and external stakeholders
- Excellent and written communication skills
- A client service orientated approach
- Knowledge of UK copyright law
- Experience of managing budgets and vendor relationships
- Previous experience of working within a Knowledge and Information function in a professional services environment

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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