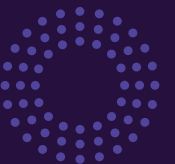




HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

Operations Manager – 12 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 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.

**450+**

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 seeking an Operations Manager to join us in this exciting 12 month fixed term contract. The aim of the role is to support the Head of Operations so that they can focus on the design and implementation of departmental strategy and operational excellence alongside the departments' strategic objectives.

The Corporate and Dispute Resolution Operations Manager will report to the Head of Operations and work closely with the business services counter-parts in other departments, e.g. HR, Finance, IT.

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:** Operations Manager

**Position Type:** 12 month fixed term contract

**Reports to:** Head of Operations

### 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

### Vision and Strategy

- Assist and support department-wide communications.
- Provide input to the preparation of agendas for leadership meetings and department meetings.
- Prepare material for monthly email newsletters.
- Support with the implementation of each department's 3-year goals, which span: people, growth, client, reputation, smart working.
- Supporting the Head of Operations with input into firm-wide projects including financial management, IT projects, people priorities, collaboration between practice and sector groups, service delivery and operational matters.
- Undertaking administration tasks for example amending documents, creating reports and presentations, proof reading, organising divisional events etc.

### Leadership and People Management

- Supporting the Head of Operations with ensuring that the resourcing needs of the department are fulfilled.

### Risk and Quality

- Ensuring that handover of files from leavers is properly planned and executed such that potential problems are avoided.
- As above for lateral Partner joiners.
- Provide support for and input to the increased use of IT solutions.





## ABOUT YOU

### You'll be

- A great communicator, verbally and in writing.
- Able to demonstrate a good sense of commerciality.
- Flexible in your approach.
- Self-motivated.
- Proactive and able to anticipate requirements.
- Comfortable with ambiguity.
- Someone with a good eye for detail.
- Someone for whom our values resonate.

### Ideally you'll have the following skills/ experience

- Excellent IT skills, particularly Excel, Word and PowerPoint.
- A professional services background.
- A business management, business analysis or project management background.
- Well-honed relationship management skills.

# 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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