

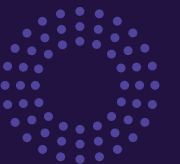


HOWARD KENNEDY

# Your straightforward guide to working at Howard Kennedy

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Legal PA, Dispute Resolution



# 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 share 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

This is a fantastic opportunity to join our friendly and supportive Dispute Resolution team, providing first-class professional PA support to a number of named fee-earners. We are looking for an experienced PA to provide a high level support to several partners, including the Head of Department.

The Legal PA will be an integral part of a busy department and will work principally for named fee-earners, but also as part of our PA team with shared responsibilities. We're looking for an experienced litigation Legal PA who can prioritise and delegate effectively, with excellent communication and organisation skills.

The team is busy with a full roster of interesting and varied work. This will include diary management, client liaison, billing and support with discrete projects, which provide opportunity to add value and develop the role further.

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:** Legal Assistant

**Position Type:** Permanent

**Reports to:** Team Coordinator

### 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

- There are several responsibilities that are particular to this role given the inclusion of the Head of Department in the role's remit. These will be focussed around supporting the Head of Department with a number of tasks relaying to the smooth running of the department, including;
- Liaising with the Head of Operations in relation to departmental matters;
- The coordination of departmental meetings and communications;
- The organisation of events;
- The production of specific reports and packs;
- The production of confidential, internal documents.
- Proactively manage and maintain fee-earner diaries, making appointments and co-ordinating internal and external client meetings including the booking of meeting rooms, video conference facilities, refreshments, restaurants, taxis etc.
- Making extensive travel arrangements (domestic and foreign), producing detailed itineraries and ensuring expenses claims are completed.

Management of fee-earners' inboxes when they are out of the office; monitoring and responding to emails, prioritising correspondence to enable fee earners to focus on urgent matters and using initiative to route emails to the appropriate individuals for swift response and action; wherever possible, responding to and filing emails in to iManage.

Acting as the key contact point for internal and external queries posed to the fee-earners who you support.

Being proactive by ensuring that the fee-earners have any paperwork, equipment and supplies required for any meetings, travel etc.

Producing documentation as required - typing, drafting and amending documents, letters and correspondence where appropriate and proofreading all work to ensure consistent accuracy and high standard.

Preparation of account forms.

Coordination of the end-to-end billing process and Elite 3E financial reporting; assisting fee-earners by liaising with the billing team, producing the relevant documentation and reports, and prompting fee-earners to complete all necessary paperwork etc.

Bundling – both electronic and hardcopy (copying; compiling; preparing an index; paginating).

Undertaking research using the internet, databases etc.

Supporting other PAs where required, especially during any absence.

Using initiative to take responsibility of administration that will assist the fee earners.

Ensuring all correspondence/documentation is correctly electronically filed on iManage.

## About You

- Display integrity and an appreciation for the need to maintain confidentiality. Applying discretion when dealing with sensitive and confidential information.
- Extremely well organised.
- Excellent oral and written communication skills.
- Display a high level of attention to detail.
- An excellent client service orientated approach.
- A proactive, flexible and self-motivated approach.
- A strong team player.
- Experience of working in a deadline-driven, high performing Dispute Resolution team within a private practice.
- Experience of providing a high degree of assistance to Partners and Heads of Team.
- Advanced knowledge of Microsoft packages such as Outlook, Word, Excel and PowerPoint.
- Experience with BigHand, Elite 3E, iManage/FileSite would be advantageous.

# 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.



**Nicole Chapman**

Recruitment Advisor

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