

Bristows

The firm

Bristows is a market leading law firm with a global client base across our core sectors of Life Sciences and technology.

Despite being smaller in terms of overall size than our major magic circle competitors, the firm has maintained its position by the exceptional quality of our lawyers and the strength and depth of our scientific and legal expertise. We have an all equity partnership that has remained stable over many years.

To apply, please email your CV to recruitment@bristows.com

Please note: We are not accepting applications from uninstructed recruitment agencies.

Diversity & Inclusion Manager

Human Resources

The Role

Bristows is looking to appoint our first full time Diversity and Inclusion Manager. To date, this function has been run, very effectively, by our Graduate Talent Manager but we are now at the stage of needing a greater level of resource and focus in order to take us to the next level.

Reporting to the Head of HR, but also working closely with the Diversity & Inclusion Partners and with the full support of the Joint Managing Partners, the successful individual will ensure that Inclusion is at the heart of both our internal and external activities and strategic planning.

In addition, the successful hire will provide a focal point for our ESG and CSR activities. No expertise in this area is required as we already have lawyers and business services staff leading on these agendas but we see this as the perfect moment to gather all of our initiatives under one umbrella for coordination and reporting purposes.

Main Responsibilities

- Lead and coordinate the Inclusion Group which is an umbrella group open to all staff
- Lead and support the individual staff networks: The Turing Network, which supports our LGBT+ staff; Bristows Women's Network; Bristows Working Families and Carers Network
- Lead the annual D&I Monitoring Survey and liaise with the Law Society to fulfil our commitments as a signatory to the Charter
- Liaise with our external partners e.g. Interlaw, NOTICED, IP Inclusive and Stonewall and develop and lead on new partnerships where appropriate
- Work closely with the Marketing and BD team to meet the rapidly increasing demand from clients and potential clients for D&I reporting and statistics to support pitches and RFPs together with identifying opportunities for joint initiatives with clients
- Work closely with the Graduate Talent and HR operations teams to ensure we recruit from the widest possible talent pool
- Review and manage the D&I budget



- Work closely with the broader HR team to ensure that D&I is embedded across all people focussed projects, and initiatives
- Maintain and share up to date knowledge of new legislation and best practice within the D&I field
- Review and develop policies and procedures
- Update and maintain the D&I pages of our intranet and website

Skills required

- A passion for the D&I agenda and proven track record in this area
- First rate communication skills, both verbal and written
- Highly organised with excellent project management experience
- A proactive approach in order to identify and drive forward necessary changes
- Collaborative approach – good at building relationships and influencing. A good team player
- Appreciation of the dynamics of a partnership culture
- Non-judgemental - strong appreciation of the sensitivities inherent in balancing a range of interests and needs within a diverse population
- A self-starter with the skills to lead and inspire teams on individual projects
- A flexible style combining strategic thinking and the ability and appetite to be hands on when required
- High level of personal and professional integrity.

Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process.

Numerous opportunities exist for formal training both within the firm and also externally and our Learning & Development team are on hand to advise on any additional needs or interests. Personal and professional development is much valued at all levels so we have a generous budget which enables us to meet most ad hoc requests for additional training.

Our values & culture

With around 300 staff and partners in total and one UK location, we are able to maintain a friendly atmosphere where everyone is able to get to know each other and many policies and practices can operate on a trust basis.

We are based in modern offices at Blackfriars and very much value face to face collaboration and the social element of working relationships. However, as we emerge from the Covid-19 pandemic, we have introduced a Remote Working Policy which enables staff to work in an agile way – we don't monitor attendance but simply ask that everyone spends on average across the year more time in the office than out of it. We provide a comprehensive home working set up including lap top, additional monitors, mouse, keyboard, headphone, chair etc as required.

Our firm values, which we very much “live”, are Ambition, Bravery, Curiosity and Friendliness. These underpin all that we do across both our client work and our internal strategic decision making. We are signatories to the Mindful Business Charter and take our commitment to staff welfare and work life balance very seriously – for example, partners will go the extra mile themselves to ensure that Associates are not disturbed while on Annual Leave.

None of our lawyers have billing targets which means we can focus on doing the best for our clients while also having the time and capacity to assist each other in a genuinely collaborative working culture. No one is competing for hours and everyone knows they can enjoy downtime when it arrives.

We have an active, partner-led Diversity & Inclusion group which runs awareness raising and educational initiatives in addition to ensuring that our policies and procedures remain inclusive. Our Charities Committee is equally busy and puts on a range of events from sporting to baking to our Christmas Craft Shop, all in aid of our Charity of the Year.

Our Wellbeing Programme is championed at partner level and is structured around the pillars of Physical, Mental, Financial and Community wellbeing with an annual programme of events, educational activities and support.

Reward & benefits

Our salary and bonus structure reflects our collaborative culture – any bonus is paid as a simple percentage bonus across the whole firm. We have a flexible benefits package that is kept under regular review and is designed with the wellbeing of our staff and their families at its heart.

Diversity & inclusion

At Bristows we are committed to championing equality, diversity and inclusion for all, and we are a proud signatory of the Law Society’s Diversity and Inclusion Charter. As a firm, and as individuals, we do all we can to treat people fairly and with mutual respect. This commitment enriches our work and our working lives and has played a key part in our success over the years. It is our policy to provide equal opportunities for all employees and job applicants in relation to recruitment, selection, pay, training, working conditions and promotion opportunities regardless of age, disability, gender, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation. For more information about EDI policies and practices at the firm, please [see here](#).

For more information on our [firm values, see here](#).