

# 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](mailto:recruitment@bristows.com)

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



## HR Assistant (Graduate Talent)

### Human Resources

#### The role and candidate specification

We are looking to recruit a HR Assistant to support the Graduate Talent function of the HR team. Working closely with the Graduate Talent Manager, this role will support the recruitment and development of the firm's trainee solicitors. This is a great opportunity to play an important role in all areas of Graduate HR from campaigns and interviews through to training and qualification.

#### Responsibilities

- Workshop and open day administration – to include reviewing applications, booking rooms, scheduling speakers, preparing candidate packs, name badges and name plates, and preparing information for the trainee committee
- Assisting with trainee induction and the first year trainee training programme – booking rooms and catering, scheduling sessions and attending when necessary, and conducting starter process for trainee joiners
- Assisting with qualification process – compiling packs for partners, co-ordinating SRA paperwork and conducting leaver process
- Assisting with seat move process – liaising with secretaries, General Office and IT for the moves administration, updating Cascade (the HR system) with moves.
- Liaising with trainee training providers and trainees to book and rearrange sessions, and maintaining records of trainee training
- Assisting with training contract application and video interview review
- Training contract interview administration: arranging interviews, setting exercises and collating paperwork for wash-up meetings
- Monitoring graduate recruitment inbox and responding to queries
- Note-taking at Trainee Committee meetings
- Support graduate recruitment events administration to include management of sign up lists, external or internal venue support and attending virtual events.
- Filing current and future trainee paperwork
- Updating and maintaining Cascade records for trainees
- Assisting with the trainee life cycle including any ad hoc queries
- Processing and filing invoices

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## Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. 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, headphones, 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](#).