

# Bristows

## The firm

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

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.

[Click here to apply](#)



## Paralegal

**Commercial, Technology and Copyright disputes**  
**12 month fixed term - £30,000**

### The CTC team

This is an exciting opportunity for a paralegal to join the CTC practice in a unique firm with a prestigious platform of skills and clients.

The CTC Practice Group undertakes work in the following areas:

- Commercial disputes
- IP licence disputes
- Confidentiality disputes
- IT outsourcing and project disputes
- Contractual copyright disputes
- Digital media disputes

### The role

Responsibilities of the successful candidate will include:

- working as part of a team on an active project for a key client comprising a portfolio of claims for arbitration (including management and progression of these matters under supervision and liaising with the client on a regular basis);
- working alongside partners and associates to support them on their cases (to include many of the items set out below);
- undertaking legal and factual research relating to all aspects of litigation and arbitration,;
- E-disclosure and supervised electronic document review (large and smaller scale matters);
- assisting with day-to-day case management, including daily use of and maintenance of task-tracking and reporting tools;
- document management control, including preparing bundles for clients, hearings, witness preparation and mediation;
- drafting attendance notes, reports and other documents, such as statements of costs; assisting with team business development and pitches.

## Candidate specification

The successful candidate will need exceptional attention to detail, to be self-motivated and able to fit naturally into the distinctively collaborative, mutually supportive and friendly culture that exists at Bristows.

We are looking for paralegals who:

- have a future training contract starting in 2024 or beyond (not a requirement)
- are well organised and have excellent time management skills;
- are meticulous and methodical in their approach to work;
- have at least 6 months experience working in a similar role and have completed the LPC.

## 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 value face to face collaboration and the social element of working relationships. 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 laptop, 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.

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 lack of billing targets and collaborative culture – we set salary bands for most levels of PQE and 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

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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 identity, marital or civil partnership status, pregnancy, race, religion or belief, sex, sexual orientation and trans status. For more information about D&I policies and practices at the firm, please [see here](#).

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