

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

Patent Litigation

12 month fixed term - £30,000

The role

The firm are recruiting for a paralegal to join the IP litigation team to assist with high profile IP litigation projects as well as global co-ordination projects for several of the firm's most cherished clients.

The main function of the role is to provide support to the patent litigation team and assist with the co-ordination of patent litigation matters in the UK as well as a range of other jurisdictions. Key responsibilities of the Litigation Paralegal will include assisting on pre-hearing preparation matters, including cross-referencing, preparing bundles, preparing, organising and maintaining case files, dealing with counsel queries; researching and analysing key documents, proof reading documents and conducting document review for relevance and legal privilege.

The role also requires liaising with representatives from our client and overseas law firms to set up and participate in a series of conference calls in different countries, taking and drafting minutes on a weekly basis and updating our bespoke database containing privilege information and legal advice for the client. The role will also require ad hoc legal research from time to time and monitoring external databases.

The successful candidate will need exceptional attention to detail, an appreciation of the importance of good communication with other members of the Bristows team and clients, and the motivation and work ethic to fit into a dynamic and demanding environment.

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
- 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

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](#).