
Paralegal

Department: Patent Litigation

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 high standing in the market with 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.

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

- Assisting on pre- hearing preparation, including cross-referencing, preparing bundles, preparing, organising and maintaining case files, dealing with counsel queries.
- Researching and analysing key documents.
- Proof reading documents.
- Conducting document review for relevance and legal privilege.
- Liaising with representatives from our client and overseas law firms to set up and participate in a series of conference calls in different countries.
- Updating our bespoke database containing privilege information and legal advice for the client.
- Ad hoc legal research from time to time and monitoring external databases.

Skills & experience

- Attention to detail.
- An appreciation of the importance of good communication with other members of the Bristows team and clients.
- The motivation and work ethic to fit into a dynamic and demanding environment.
- We also welcome application from candidates Have a future training contract starting in 2025 or beyond

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. Our remote Working Policy 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 - typically three days a week for a full time employee. 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.

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.

Training & career progression

We aim to have a coaching culture with regular informal feedback to supplement the formal appraisal process. Mentoring schemes are available for fee earners while members of the HR team are able to provide personal coaching and guidance in non-legal and personal management skills.

Numerous opportunities exist for legal and non-legal training opportunities 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.

Reward & benefits

Our salary and bonus structure reflects our absence of billing targets and collaborative culture 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, gender affirmation, marital or civil partnership status, pregnancy, race, religion or belief and sexual orientation.

For more information about D&I policies and practices at the firm, please [see here](#).

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