

---

## HR Advisor - Recruitment

**Department:** Human Resources

---

### The firm

Bristows is a market leading law firm with a global client base across the life sciences and technology sectors. The firm has maintained its high standing in the market with the strength of our legal expertise and our unique firm culture driven by our core values.

The HR Advisor will support the HR Manager with recruitment across the firm including both qualified fee earners and business support vacancies. This role will take on responsibility for end to end recruitment, processing vacancies from management approval to offer. Candidates with relevant experience within a professional service firm, or who are considering a switch from a legal recruitment agency background will be considered.

The HR team is small, friendly and cooperative so there will be the opportunity to get involved in other, non-recruitment matters. Trainee recruitment is the responsibility of the Graduate Talent team.

### Key responsibilities

- Assist the HR Manager in the delivery of an effective recruitment process for all vacancies, ensuring consistency and best practice is followed.
- Advise hiring managers or partners throughout the recruitment process, especially adding value when reviewing candidate applications or interviewing.
- Act as the main point of contact for recruitment agencies including holding recruitment briefings and identifying good partnerships.
- Pro-actively work to identify direct applicants through different methods including social media, advertisements, referrals etc.
- Promote the Bristows brand throughout the recruitment process and ensure candidate experience is positive at all stages including application, interview, offer or feedback.
- Responsible for the management of the recruitment portal.
- Additional duties related to HR projects, including recruitment training, market data and competitor analysis and supporting the HR Operations team on generalist matters.
- Work with the DE&I Manager to ensure our recruitment policies and processes are as inclusive as possible and that we are utilising jobs boards that have a DE&I focus where possible.
- Promote DE&I at Bristows & ensure the website pages that refer to recruitment are kept up to date and the information contained in our pitch documents is relevant and recent.
- Ensure that our interviewing panels are trained in interview techniques and how to recognise and deal with unconscious bias, all of which are intended to ensure that recruitment decisions are based on merit and will result in a creative, diverse and talented workforce.
- Identify anyone who would benefit from further training or themes that become apparent that would require further training for all.

- Liaise with our DE&I and HR Operations Manager when workplace adjustments are required so we can fully understand individuals needs and ensure candidate experience is positive at all stages including application, interview, offer or feedback and when they start in their role.

### **Skills & experience**

- Experience of recruitment within a professional services firm or a recruitment agency
- Experience of conducting interviews
- Confidence to challenge hiring managers or partners where necessary
- Excellent interpersonal skills – a natural, down-to-earth, “non-corporate” manner
- Able to engage with and influence across a range of staff and partners
- Enthusiastic, motivated, pro-active and a self-starter
- Team focused and collaborative
- Highly articulate with good written and oral skills
- Strong organisation and project management skills
- Able to work well under pressure, juggle multiple tasks and meet deadlines
- Self-sufficient and self-reliant with strong IT skills
- Good eye for detail
- Sensitive to the culture and core values of the business

### **Our values & culture**

With around 315 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. We have introduced a Remote Working Policy which enables staff to work in an agile way – we do not monitor attendance but ask that everyone spends more time in the office than out of it, typically three days a week for full time staff.

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. 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.

### **Training & career progression**

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

## Diversity & Inclusion

At Bristows we are committed to championing diversity, equality 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.

We have an active, partner-led Inclusion group which promotes a culture of inclusion and respect across the firm and five employee networks to encompass inclusivity across the LGBT+ community; women; families & carers; race, ethnicity and cultural awareness, and disability and neurodivergence. 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 DE&I policies and practices at the firm, please [see here](#). For more information on our [firm values, see here](#).

