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## HR Administrator (Apprentice)

**Department:** Human Resources

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### 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 Administrator will support the delivery of an effective HR service to the firm; operating across all key areas including HR operations, L&D, Graduate Talent and Diversity & Inclusion. Working closely with the HR team, they will assist with day-to-day operations, employee engagement, and key HR projects in a friendly, professional environment.

### Key responsibilities

#### HR Operations

- Process all invoices for the HR team
- Manage the HRI system – absences, report production, updating profiles with relevant employee life cycle changes etc.
- All HR electronic filing and general administration
- Support on employee benefits and wellbeing
- Support the end to end process for both leavers and joiners

#### Recruitment

- Schedule interviews and coordinate interview feedback, liaising with both internal clients and external recruitment agencies
- Monitor the recruitment inbox

#### Learning & Development

- Support with organising in-person and online training sessions for the firm including: booking rooms, organising lunch, adding training to online LMS, preparing attendance lists, updating training records and collating feedback.
- Add new starters and remove leavers from LMS & Development Review systems.
- Support with the annual compliance training roll out and development review process.
- Post L&D initiatives on Bristows intranet as required.

#### Diversity & Inclusion

- Support with updates to D&I policies and procedures
- Support with scheduling, minute taking and updating D&I information for Inclusion Group and Employee Network meetings

- Post D&I communications on Bristows intranet as required

### **Graduate Talent**

- Support with the scheduling of sessions for the internal Open Days & Workshops
- Ensure all HR systems and the intranet are updated after each seat rotation
- Support with new Trainee onboarding and induction administration

### **Skills & experience**

- Friendly and willing to help others
- Able to use their own initiative
- Great customer service
- Methodical and thorough

### **Our values & culture**

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 equality, diversity and inclusion for all, and we are a proud signatory of the Law Society’s Diversity and Inclusion Charter. 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.

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](#).