

HR Assistant

Department: HR

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, the strength of our scientific and legal expertise and our unique firm culture driven by our core values.

The HR Assistant will support the HR Managers in delivering effective HR support across the firm, working with both practice groups and business support teams. This role will take on responsibility for a broad range of HR tasks and will have the opportunity to lead on projects and get involved with other areas of HR to help deliver a great service to the firm. The HR team is small, friendly and cooperative, offering exposure to a wide variety of HR matters beyond the core responsibilities of the role.

Key responsibilities

Generalist:

- Support the HR Manager and Director of HR with the annual salary review process.
- Create the monthly partner report including updates on retention, recruitment activity and other relevant projects.
- Provide and then act on management information reports as requested.
- Support the benefit renewal process as well as advise employees on benefit related queries and issues.
- Ownership of a business services group, managing the quarterly meetings with departmental leads and deal with any issues or actions required.
- Assist with the implementation of change projects following the results of the latest engagement survey.
- Assist with supervision of Secretaries, Receptionists, Front of House team, and temporary staff.
- Support the on-boarding and induction process for all new starters in a timely manner ensuring all relevant paperwork is received and filed appropriately.
- Organising pre-employment screening and any necessary procedures for ensuring new joiners are eligible and legally able to work in the UK.
- Lead on ad hoc HR projects.

Payroll:

- Under the supervision of HR managers, maintain and check the monthly payroll files ensuring all changes to staff pay, benefits and personal details are included.

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- Ensure the monthly payroll is transmitted accurately, securely and on time to the outsourced payroll provider, liaising with them on queries etc. as required.
 - Respond to basic payroll queries from staff.
 - Ensure that the firm's benefits providers have the necessary monthly payroll reports and benefits payments that they need.

Employee relations:

- Ensure HR policies and procedures published in the Employee Handbook comply with current legislation, drafting and updating as required.
- Provide advice and guidance to staff on the firm's policies and procedures, including sickness absence, parental leave, flexible working and disciplinary/grievance procedures.
- Conduct maternity/SPL chats, and provide support to employees throughout the parental leave processes.

Recruitment:

- Assist the HR recruitment advisor 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.
- Additional duties related to HR projects, including recruitment training, market data and competitor analysis and supporting the HR Operations team on generalist matters.

Skills

- 1–2 years' experience in an HR, recruitment, or administrative support role
- Degree educated (or equivalent relevant experience)
- Strong working knowledge of Microsoft Office, particularly Excel, Word and Outlook
- Experience using SharePoint would be beneficial
- Excellent written and verbal communication skills
- High level of accuracy and attention to detail
- Strong organisational skills with the ability to manage multiple tasks and deadlines
- Discretion and professionalism when handling confidential information
- Experience supporting recruitment processes (scheduling interviews, liaising with candidates/agencies) desirable
- Familiarity with HRIS or applicant tracking systems (ATS) desirable
- Proactive, can-do attitude with a willingness to learn
- Ability to build strong working relationships with colleagues and external stakeholders
- CIPD Level 3 (or working towards) an advantage but not essential

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 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 simply 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. 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.

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 can provide personal coaching and guidance in non-legal and personal management skills.

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. 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 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.

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](#).

