Bristows

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Paralegal

Starting Salary: £30,000
Fixed term contract: 12 months

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 firm are recruiting for a Paralegal to join our firm-wide paralegal pool, providing the opportunity to work on matters and projects across different practice areas. This provides exposure to a broad and varied range of work, allowing Paralegals to develop their skills, gain experience across different teams and build a wider understanding of the firm and its clients.

The nature of the work will vary across teams, enabling Paralegals to develop a range of practical legal skills. An overview of the types of work our Paralegals may undertake is included below.

Key responsibilities

- Provide support to departments and assist with the co-ordination of matters.
- Assisting on pre – hearing preparation matters, including cross referencing & preparing bundles.
- Preparing, organising and maintaining case files.
- Researching and analysing key documents, proof reading documents and 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.
- Taking and drafting minutes on a weekly basis and updating our bespoke database containing privilege information and legal advice for the client.
- Ad hoc legal research and monitoring external databases.

Skills & experience

- Strong interpersonal, relationship-building and communication skills across all levels.
- Excellent attention to detail, time management and organisation skills and a strong focus on accuracy.
- Ability to multitask with the motivation and work ethic to fit into a dynamic and demanding work environment.
- Demonstrate proactivity/initiative – self-motivated and keen to develop but also a good team player.
- We also welcome applications from candidates who have a future training contract starting in 2028 or beyond

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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 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. 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.

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.