

## Job Specification

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Title: HR Manager

Department: Human Resources

Reporting to: Head of HR

Working hours: Monday – Friday 9.30am – 5.30pm We currently operate a hybrid working model with flexibility to work from home 2 days per week. This is currently not contractual and flexibility is required in order to fulfil the requirements of the role.

## The HR Department

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This is fantastic opportunity to join a close-knit, friendly and supportive team of HR and Recruitment professionals. Led by the Director of People and Culture, the team currently consists of a Head of HR, Senior Recruitment Manager, two HR Managers, a Senior HR Advisor, a Junior HR Advisor, a HR & Recruitment Administrator and a Payroll Administrator.

As the HR team grows, our aim is to recruit astute, motivated and enthusiastic individuals to provide an excellent level of customer service to internal clients and represent the Fladgate brand externally.

## The Role / Duties & Responsibilities

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As a HR Manager, you will business partner for two of our four core departments, delivering HR support and advice to partners and managers, building strong and effective relationships with heads of department and partners involved in the day to day operation of those teams. You will be the first point of HR contact and will also have responsibility to support and lead on various HR projects.

## Responsibilities Include:

### HR business partner

- Help to lead and grow the HR Business Partnering function, implementing systems for best practice and continually reviewing ways in which to improve and maintain high service levels to our internal stakeholders;
- Provide commercial advice and support to managers and partners on employee relations issues such as performance, disciplinary and grievance, ensuring a consistent approach is followed within Fladgate agreed processes;
- Review progress of new joiners (alongside line managers) throughout a new joiner's probationary period, advising and supporting managers if any concerns are raised during probation;
- Regularly analyse sickness and absence trends and make recommendations for action;
- Conduct exit interviews with leavers, seeking feedback to understand any issues or trends and making recommendations for improvements, discussing with SHRM and appropriate managers where necessary;
- Keep abreast of pay and benefit trends and market rates, flagging any trends and issues where appropriate; and
- Develop pay and benefit proposals for the Firm's annual salary review process for your client groups.

### HR projects

- Take a lead role in the maintenance and continued development of the firm's wellbeing programme.
- Responsibility to support and lead, with guidance from the Head of HR as appropriate, on agreed HR projects as required.
- In conjunction with the IT Trainer, lead the design and delivery of an effective induction process for all new partners and staff;

### General responsibilities within this role include:

- Keep up-to-date with all developments in terms of employee legislation and employee relations issues, liaising with the Head of HR to ensure the wider HR team have up-to-date legal knowledge and information around latest thinking in the profession/ legal market place.
- Liaise with the Head of HR to proactively identify issues and concerns within your key teams, ensuring problems are addressed at an early stage
- Support and advocate the firm's inclusion and diversity strategy and initiatives;
- Provide advice and suggestions for HR policies as appropriate, to ensure legal and SRA compliance and market developments;
- Provide support and guidance to the Junior HR Advisor and HR and Recruitment Administrator, showing a 'one team' approach and helping to support their development.



## Person Specification

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Our ideal candidate will possess many of the following skills and attributes:

The successful candidate will be an experienced generalist HR professional, ideally with experience in the legal sector or a professional services environment and with experience of supporting a dispute resolution department. You will have experience in delivering high quality HR support to a sophisticated client base, dealing with senior stakeholders and forging strong relationships at every level. CIPD qualifications are also highly desirable.

In addition, the ideal candidate will have:

- The ability to build and maintain working relationships across all areas of the business, demonstrating a range of influencing skills, personal impact and communication skills that will ensure success and credibility at all levels;
- The ability to challenge constructively, combined with a level of resilience;
- A professional, willing and proactive approach, demonstrating initiative and lateral thinking, with the ability to suggest new ideas and take ownership of work;
- A high level of accuracy, organisation and efficiency skills, with a keen attention to detail in all areas of work;
- A calm, resilient and unflappable nature, with the ability to work under pressure, manage multiple priorities and work to tight deadlines;
- The ability to work successfully as part of a team;
- Strong working knowledge of Microsoft Office packages; and
- Excellent verbal and written communication skills.

You will be a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



## About Us

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Fladgate has a broad skills base that covers a wide spectrum of legal services across the business lifecycle and shaped to operate collaboratively to move fast and flexibly:

- Dispute Resolution: which includes regulatory, corporate governance and investigations, banking and financial services litigation, international commercial arbitration, insurance, contentious trusts and family, civil fraud and asset protection
- Corporate: including private capital, capital markets, M&A, tax, restructuring and employment
- Real estate: including planning, construction, real estate finance and real estate litigation.
- Funds, Finance and Regulatory: including investment funds, private equity, fund managers, asset and investment managers, promoters, sponsors and investors

Fladgate is a nimble 80 partner law firm known for its ability to work on fast moving, complex challenges requiring enterprising and commercial solutions.

In addition to advising a substantial UK-based client base, the firm provides a proactive and efficient service for clients with international business through specialist groups which serve continental Europe, India, Israel, South Africa, the Middle East, Russia/CIS, US, Canada and the Asia Pacific region. Operating from London and comprising multilingual and multi-qualified lawyers, these groups facilitate cross-border activities for a diverse range of companies. The firm is a member of the International Lawyers Network, a worldwide non-exclusive association of high-quality full service law firms based in 67 countries.

For more information visit our website at [www.fladgate.com](http://www.fladgate.com)

## Inclusion & Diversity

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*"As the new Senior Partner of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success"*

Sunil Sheth, Senior Partner

## I&D - Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

- Developing a diverse leadership - we have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and in the last 18 months 4 out of 9 people joining the partnership were women.
- Attracting a diverse work force. This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews;
- Engaging with everyone in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.
- Helping all our people in all roles to achieve their full potential. We provide training, coaching, internal mentors and buddies, whatever works for each individual and their own personal development path.

For everyone including our clients we are striving to:

- Ensure that contact with us, including for example at events we organise, is always inclusive and appropriate for all, all preferences will be catered for.
- Endeavour to ensure our teams working on different client matters reflect the right balance of gender and ethnicity.
- Develop and support our client's own inclusivity and diversity objectives by running industry specific workshops and seminars together.
- Have regular open conversations with clients about progress around inclusion and diversity.



Women in Law Pledge



## Benefits

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We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits.

### On joining:

- Life assurance scheme – 4x annual salary (non-contributory)
- Annual holiday entitlement – 26 days per calendar year (full time)
- Flexible holiday scheme - buy up to five days extra holiday per annum
- New business bonus - calculated as a percentage of work introduced
- Staff introduction bonus - £1,000- 5,000 depending on vacant role
- Personal training/yoga – free weekly sessions
- Free online GP service - 24/7 online video GP consultations

### After 2 months:

- Group personal pension plan - 4%-5% employer contributions, matching employee contributions of 4% -5% (automatically enrolled). Processed via salary sacrifice 50% of employer NI savings added to contribution

### After 3 months:

- Company sick pay scheme
- Group income protection
- Season ticket loan
- Private Dental Plan – payable through monthly payroll
- Gym membership scheme – interest free gym membership loan
- Eye test vouchers – every two years

### After 6 months' service and end of probationary period:

- Private medical scheme insurance medical insurance scheme (non- contributory)

**Dress for your day policy:** Our intention is to allow our people to choose a dress code suited to their daily schedule in order to maximise comfort while still maintaining a professional image.

## Parental Leave & Maternity Policies

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Our aim is to create a culture where our people can thrive and feel supported at work. As such, the firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

Our parental leave policies\* cover:

1. **Maternity** - We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility\*. If eligible, EMP provides 100% of your salary in weeks 1-12 and 50% of your salary in weeks 13-24. Weeks 25-39 are at the government set rate (or 90% of salary, whichever is lower). In order to receive EMP, you must undertake to remain continuously employed by the Firm and to return to work for a period of at least 6 months from the date of your return to work before providing and notice of resignation\*.
2. **Paternity** – We offer enhanced paternity pay (EPP) as full basic pay for up to 2 weeks\*.
3. **Shared Parental Leave (SPL)** – SPL allows parents to take up to 50 weeks' shared leave in total following the birth or adoption of a child\*.
4. **Adoption and Surrogacy\***
5. **Ordinary Parental Leave** – Allowing up to 18 weeks unpaid leave for employees who have parental responsibility for a child / children\*.

\*Full details can be found in our staff handbook, which will be provided upon offer of employment.

## Flexible working

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At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Flexible working allows our people to cut down their commute time (and cost!), organise their own day and ultimately have an improved work / life balance, all of which contributes to an improved experience as well as better wellbeing and engagement.

Flexible working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we are operating a hybrid pattern of 2-3 days remote and 2-3 days office based. This is subject to change as the role necessitates and not a contractually binding agreement (unless stated otherwise).

Further clarification of this policy will be provided during the recruitment process.





## Financial Health

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- Group personal pension and group income protection scheme
- Life assurance (4x salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Marriage / civil partnership gift
- Financial management workshops inc. mortgage and pension management



## Social & CSR

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- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

