

SLAUGHTER AND MAY/

LEGAL OPERATIONS TRAINING PROGRAMME

A graduate scheme

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Welcome

It is an exciting time to be working in the legal industry as the delivery of legal services is evolving at a rapid pace and we are delighted to be running the Legal Operations Training Programme for a third year. At Slaughter and May we have a fantastic team of passionate legal operations professionals who are at the forefront of these changes, including the 6 graduates currently on the programme.

Over a two year period, you will work with almost all of our talented team members across knowledge, innovation, legal technology, legal project management and business intelligence and help shape the way in which our lawyers service our clients. Our training programme will ensure that you develop the broad skillset needed to succeed in a legal operations role at the highest level.

Our legal operations teams are involved in a wide range of projects. Use of legal tech, for example, has become an integral part of the way we work with our clients, and you could be selecting, piloting or evaluating innovative new tools as part of your role. You will gain experience in legal process design and business improvement projects, and learn the key skills underpinning these disciplines. Every working day is different in our Legal Project Management Team, such is the variety of work and the range of stakeholders. One moment you could find yourself working with a few of our lawyers on a competition dispute, whilst the next might see you collaborating with the wider team, as well as professionals from other

Business Services teams and even directly with clients themselves. You will gain greater insight into the firm's data strategy, our innovative approach to pricing and the analysis we use to manage the business. The work is incredibly fast-paced and varied as the industry continues to change.

To ensure we are creating solutions that meet the needs of our lawyers and our clients, we work collaboratively across the firm, as well as with our counterparts at our 'Best Friend' firms and our clients. To help you really experience this cross-team working we have included a range of secondment opportunities into the programme including to the legal operations teams of one of our key clients, into the Responsible Business team to experience shaping the future success of the firm, leading the diversity and inclusion, social mobility, pro bono and community outreach programmes, and delivering initiatives that support the wider responsible business strategy.

We'd love you to come and join us and find out for yourself what it is like working as part of our team. We look forward to meeting you.



Alex Woods
Director of Knowledge and Innovation



John Jones
Director of Finance



The opportunity

We are looking to recruit talented individuals to join our legal operations team as part of our Legal Operations Training Programme in September 2023.

The two-year programme is designed to give a thorough understanding of the various legal operations roles within an elite law firm, providing exposure to disciplines such as knowledge, innovation, legal project management, process improvement and business intelligence. You will also have the opportunity to experience these disciplines from the point of view of a client and our lawyers through the various secondments available.

Your on the job training will be supplemented by a comprehensive and integrated schedule of coaching, mentoring and formal training to support your development into a well-rounded legal operations professional with a broad business skillset.

Start your career with us and you will work with some of the most astute practitioners in professional services, who will challenge and stimulate you to be your best. You will also work alongside some of the world's best lawyers, to

identify areas for improvement and find new ways of working which add value for our clients, enhance the working lives of our employees, and put us in the best position to win the types of work we want to win.

We already act for some of the world's largest and most complex businesses, so one of our major challenges is to develop innovative ways of working, which complement our traditional strengths and support our lawyers to deliver the best-in-class, business-focused advice on which our reputation is built.

Your colleagues will value your input and help you develop your expertise. They will look to you to use creative problem solving skills to support our strategy and to deliver effective solutions for our lawyers and their clients.

It's a superb way to build your career in an environment which is truly supportive.

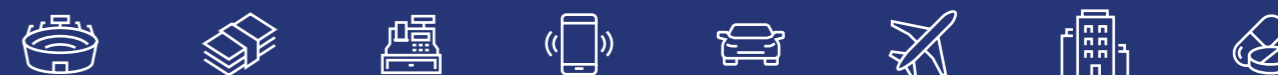
The role is based out of our London-based headquarters. We do, however operate a hybrid working model and there will be opportunities to work from home. You may also be required to work from our client's offices as part of your client secondment.

service of the highest calibre, combining technical excellence with commercial awareness and a practical, constructive approach to legal issues.

Who we are

Slaughter and May is a leading international law firm advising on high-profile and ground-breaking transactions and disputes around the world. The firm has a global reputation for being elite in what we do - providing clients with a professional

Some of the household names on our client list



abrdn	Centrica	INEOS	Rolls-Royce
Alibaba	Cineworld	ITV	Royal Mail
American Express	Coca Cola Europacific Partners	John Lewis	Santander
Arsenal FC	Deutsche Bank	Just Eat Takeaway.com	Standard Chartered
Aviva	Diageo	Legal & General	Taylor Wimpey
ASOS	Facebook	Mitsubishi	Virgin Group
Barclays	FirstGroup	Ocado	Walmart
BUPA	Google	Prada	Whitbread
Burberry	GSK	Premier Foods	
Cathay Pacific	Entain	Richemont	

"We represent more FTSE 100 companies than any other law firm, as well as over 100 companies in the Fortune 500."

Why choose us?

Slaughter and May is at the forefront of legal services innovation; by the end of this programme you will be a confident legal operations professional who is able to navigate the ever-changing world of legal services delivery.

The introductory training will equip you with foundational knowledge and skills and offer opportunities for you to network with your peers at other City firms.

We offer the opportunity to be part of a team supporting the provision of world-class legal advice to some of the world's leading businesses. At Slaughter and May, everyone's contribution is

valued and we all enjoy an open, friendly and inclusive culture. In addition, there are excellent benefits and facilities and a variety of learning opportunities to develop you in your role.

You will be exposed to clients from day one. Our Client Innovation Network is made up of a number of household names, such as Bupa, Vodafone and Barclays. We regularly work with them on projects, and you may even have the opportunity to be seconded to a member of the Client Innovation Network during the course of the training programme.

What will you be doing?

On the programme you will undertake a minimum of four cycles in the legal operations teams: knowledge management, innovation, legal technology, legal project management, process improvement and business intelligence and pricing. A subject-matter expert from each of your designated areas of legal operations will provide you with a comprehensive induction so you are fully prepared for the cycle ahead.

During each cycle, our programme of formal learning and on-the-job experience will ensure that you acquire and have the opportunity to practise the knowledge and skills unique to that discipline. You will also develop the core business skills essential to succeed in today's legal

operations environment.

As well as the firm's induction and this training programme, you will have regular access to a range of additional learning and development opportunities, such as coaching, mentoring, well-being and innovation. You'll also be invited to the bespoke Business Services training programme, which has courses on presence and impact, productivity, resilience, presentation, communication and supervision skills. A member of the Learning and Development team will help you navigate the wider training available to you and discuss any particular learning and development needs you might have.

The teams

Business Intelligence and Pricing As business partners, we provide data, analysis and insight to support commercial decisions

- Data: we are responsible for the firm's data strategy; robust data collection and maintenance ensures we can provide the business with meaningful analysis
- Reporting: design and automation of management information allows partners to manage client relationships and understand our own business
- Pricing: supporting partners throughout the matter life cycle, from setting agreed rates to structuring innovative alternative fee arrangements.

Legal Project Management Incorporating best practices and enhancing client service delivery (internal and external clients)

- We incorporate best practices on our matters at each stage, from pitching to matter evaluation
- We provide support and tools to enable our lawyers to work more efficiently
- We work with our clients, lawyers and Business Services to help support and provide greater transparency on our matters
- We also carry out training sessions and share training materials to keep our lawyers and Business Services teams up to date.

Knowledge Management A fundamental component of any legal business

- We are responsible for embedding a firm-wide culture of knowledge sharing
- We maintain systems to ensure know-how is appropriately stored and processed
- We are also responsible for ensuring knowledge is easily retrievable
- We analyse data to help prioritise knowledge resources.

Innovation Rethinking the way in which we deliver legal services

- We engage with clients on legal services innovation, including through the Client Innovation Network
- We run our Legal Process Design Programme as part of our commitment to continuous improvement

Legal Technology Finding solutions that fix real problems faced by our lawyers and clients

- This involves reviewing the market for new tools
- We also run proofs of concept and pilots of new tech
- Supporting use of legal tech around the firm.

This is by no means an exhaustive list of all the things you might be doing, but it gives you an idea of what working in our legal operations teams could be like. In addition to these teams you could be seconded to other teams within Business Services (such as Responsible Business) to understand the way in which Legal Operations intersects with other areas of the firm's business.

What are we looking for?

In order to join this programme you should be a graduate or final year student from any degree discipline.

We aim to employ the brightest minds regardless of what or where they have studied. Background, race, colour, ethnic or national origin, gender,

sexual orientation, marital status, disability, religious beliefs and age are all irrelevant to our application process.

We are looking for enthusiastic, curious individuals with the following skills:

- strong oral and written communication skills
- commercial awareness
- basic financial acumen
- basic project management
- awareness of the importance of data analytics
- Excel skills
- an ability to build relationships and engage with individuals at various levels of seniority
- an ability to develop consulting and influencing skills and an awareness of how to make change happen
- an ability to simplify complex concepts to make information readily accessible
- an ability to work with mixed teams of people
- an awareness of technologies in operation in law firms and an ability to rapidly pick up and work with technology
- an awareness of major IT developments impacting the business environment.

If you think this sounds like you, we'd love to hear from you.

All applications are considered on their own merits and we encourage you to include details of any mitigating circumstances which may have impacted your academic results.

What will you get out of the Legal Operations Training Programme?



A launch pad for your career whether that be innovation, legal project management, business intelligence or something else entirely!



An insight into areas within the legal industry that are not directly related to providing legal advice



A network of colleagues and peers



Experience working under pressure in a fast-paced environment with multiple priorities and tight deadlines



The opportunity to be part of a team supporting the provision of high calibre legal advice to some of the world's leading businesses



Advanced knowledge of legal project management, change management, service design principles, pricing, business economics and management reporting



The opportunity to learn from other areas of the business and our clients through secondments.



The ability to communicate effectively with a wide variety of stakeholders, including writing persuasively, as well as presenting and oral communication



An understanding of the ways in which legal services are currently delivered and may be delivered in the future, as well as the challenges facing our industry and our clients



The opportunity to learn to challenge, persuade and influence effectively

"To thrive here, you will need enthusiasm, commitment and a willingness to accept responsibility."

Your development

The programme will begin with a four week intensive course delivered by the University of Law and Positive Pricing which we have designed with a consortium of other law firms. The purpose of this course is to give you a high level understanding of the various legal operations disciplines and skills required, as well as an introduction to law and the City, and an excellent opportunity to network with peers.

You will be given networking opportunities to begin meeting colleagues across the firm and hear from senior leaders.

Coaching and mentoring will also help you develop throughout the programme; monthly meetings with a designated legal operations 'buddy' assigned to you will support your progress and help guide you in each cycle.

Training on the programme will be delivered through a combination of short, pithy sessions giving an overview of key business skills (presence and impact, productivity, resilience, presentation, communication and supervision skills), to longer, more in-depth workshops focussing on the knowledge and skills required for specific legal operations disciplines.

We feel strongly that training not only helps personal development and advances career progression, but also helps our people network and build strong firm-wide relationships across teams and at different levels, which fosters a collaborative and inclusive culture.

Our recruitment process

Online application form

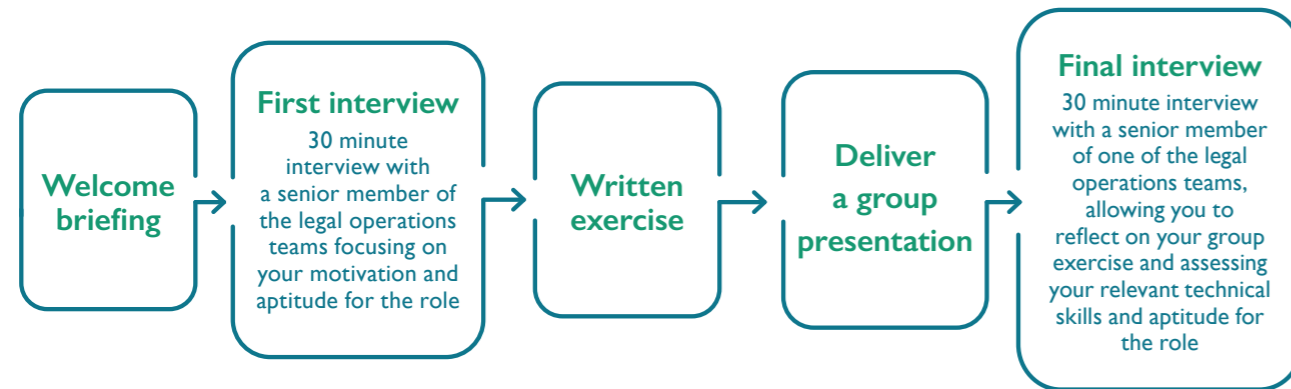
In order to apply you will need to fill in an application form on our careers site before Friday 13th January. The application will consist of:

- your personal details (so we can contact you to advise you of the outcome of your application and, if you progress, administer the rest of the recruitment process);
- confirmation of your academic achievements;
- details of any relevant work experience, if you have it;
- a written answer to a question, which we hope will help to establish your motivation for applying, as well as providing opportunity to showcase your creativity and writing skills; and
- a written answer to an analytical problem.

Once we receive your application it will be screened by HR and the heads of the various legal operations teams; shortlisted applicants will be asked to complete a series of short skills tests assessing your Microsoft Word, PowerPoint and Excel abilities. If successful, you will be then invited to a half-day assessment centre in early March.



The Virtual Assessment Centre



After the assessment centre we will provide you with feedback and, if you are successful, we will offer you a place on our Legal Operations Training Programme commencing in September 2023.

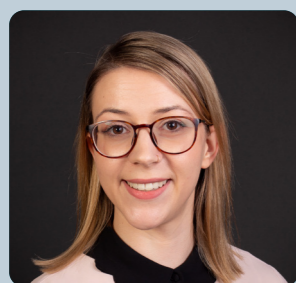
We are committed to ensuring that our recruitment processes are barrier-free and as inclusive as possible to everyone. This includes making adjustments for people who have a disability or long-term condition. If you have any questions, or require any adjustments

to be made to the application process or interview process, please contact Nina Galliano via Nina.Galliano@SlaughterandMay.com.

Any offer of employment by us will be subject to the firm's receipt of confirmation of your academic results and satisfactory completion of the firm's pre-employment screening process, which is carried out by our nominated third-party screening provider, Vero Screening.



A manager's perspective



Billie Moore

Job Title:
Knowledge & Innovation
Manager

Team:
Knowledge & Innovation

Degree:
Law

Year Joined:
2018

Choosing Slaughter and May

What originally attracted you to the firm? How did you decide that a legal ops role was for you?

I initially joined the firm back in 2018 as a Paralegal in the core Knowledge team on a fixed term contract for a year. This was a stepping stone in a traditional legal career where I intended to pursue a Training Contract to qualify as a lawyer following my degree.

I experienced a broad spectrum of work in the Knowledge team and later expanded my work to assist the Innovation team on some really exciting and new projects. I also got to work closely with other members of the K&I team and hear their experiences as ex-lawyers and why they are passionate about innovative legal services delivery. I found that I really enjoyed the work that I was doing, and every day was a different challenge, and so when an opportunity arose for me to apply for an Innovation Executive role in early 2019, I jumped at the chance to stay in K&I and to pivot my career from traditional legal, to innovative legal services – and I haven't looked back!

Working at Slaughter and May

Can you talk through your day? Which group are you in? What does the group do?

Every day is different and that is what is quite exciting and refreshing. A lot of our teams work is project based, which is great as things are constantly changing but also as we get a sense of fulfilment at the end of the project when we can evaluate what we've done and move forward from there. The biggest project I have been working on for most of the last 3 years in the team has been Collaborate, our legal tech programme. I have been involved in the design, development and delivery of the programme since its inception in late 2018 and have watched the programme evolve and change over time.

Collaborate allows us to work with legal tech providers to test and develop their products and to on-board new legal tech solutions for us and our clients. We work with people across the firm to explore different use cases and test products, helping us to go a way towards hopefully solving inefficiencies in our practice and our clients' businesses. We have built great relationships with tech suppliers and clients through the programme and we have on-boarded tools like Clarilis and StructureFlow following their success in the programme. I am really looking forward to seeing what Collaborate 2022 brings.

What is your favorite aspect of Slaughter and May?

Definitely the people. Everyone is an expert in their own field and really enthusiastic about the work that they do or the service they provide. Particularly in my role, I get to meet and work with such a huge range of people from across the firm and being able to work with different people with different skillsets and mind sets is great.

Our culture

Are you a member of any networking groups here?

I am a member of the Innovation Network (how could I not be!) and am also a member of Thrive, the firm's mental health and wellbeing network. Both networks hold events and talks, both social and educational and provide some great resources to members. There are a wide range of networks available at the firm, and it is a great way to meet likeminded people with similar interests and beliefs.

What qualities do you think someone needs to be successful in your role?

I definitely think that the ability to juggle competing deadlines and multiple projects is key in the K&I team. We work on such a variety of projects that good time and project management skills are essential. Beyond that I think that being generally open minded is really important; even if you initially think a process can't or shouldn't be changed, you might be surprised and being able to keep an open mind and explore every avenue is super important.

Managing my career. And having fun too.

What are the hours like, and how do you try to keep a healthy work/life balance?

For the most part my hours are really steady, and we are given the trust (and responsibility!) to meet deadlines and deliver on our projects. This is something that I find really helps me personally, as I know I can pop out at lunch or be flexible in my hours when I need to, which really does help with work/life balance. Like every role there might be the odd occasion when I might need to work late, but this is quite a rare occurrence!

What are your hobbies/interests?

I do a lot of craft work (think sewing, cross stitch, embroidery) and also got a lockdown kitten (Jupiter) who I am very much obsessed with.

Any advice?

What advice would you give to students looking to join us?

I think my best advice would be to just go for it if this is an area you have an interest in. You certainly don't need to be an AI whiz, or a mathematical genius – you just need to have a can-do attitude and some passion for the work we undertake across our various Legal Ops departments.

And your favourite moment at the firm?

My favourite moment to date has definitely been launching Collaborate back in 2019, as this was so new for us as a firm and it was such a great project to be involved in. We also had a brilliant closing event with lots of clients, members of the firm and industry contacts which was really great for networking and just to discuss all things legal tech with interesting people!

Our current graduates



Lottie Dobson

Job Title:
Legal Operations Executive

Team:
Legal Project Management

University:
University of Liverpool

Degree:
Law (LLB) (Hons)

Year Joined:
2021

Choosing Slaughter and May

What originally attracted you to the firm? How did you decide that a legal ops role was for you?

As a law student, I originally planned to go down the traditional training contract route. I was aware of Slaughter and May's reputable position in the market and I knew that working for such a firm would be an amazing opportunity. After seeing the Legal Operations role advertised I realised that there was a different realm of work in the legal industry for graduates aside from becoming a solicitor. I thought that working in business services would allow for more creativity and a broader range of work. Equally, as the legal industry is becoming less traditional, I thought that the prospect of working in a rapidly evolving space would be interesting.

Working at Slaughter and May

Can you talk through your day? Which group are you in? What does the group do?

I am currently sat in the Legal Project Management (LPM) team. The group work on applying elements of project management into legal matters to assist with scope, planning, costs, etc. As such, a lot of the work is client-facing and involves reporting on client matters and attending internal meetings.

The type of work that I undertake varies greatly throughout the week. A typical day involves arriving into the office at around 9am to get set up for the day. I will spend the first few minutes of the day catching up on emails and setting out my agenda for the day. In the morning, I will usually have a catch up with my supervisor to discuss what my capacity is, along with flagging any queries. I prioritise client facing work in the morning

to make sure that all regular reports/tasks are sent out to the relevant persons. At lunch, I will catch up with other graduates/team members and go for a short walk to reset before heading up for the afternoon. There will be various meetings to attend throughout the day, such as check-ins, internal matter calls, etc. Once my regular reporting/tasks are complete, I tend to move on to working on internal projects. Internal projects include updating our internal LPM templates. This project assists with incorporating improvements into the LPM Toolkit that is available firm wide. I also get involved with responsible business initiatives during the working day such as GCSE tutoring. Towards the end of the day I'll make sure that everything is wrapped up before heading home. I find it useful to write down anything that I need to carry over to the next day, so that I can manage my capacity better.

What kind of work do you do?

The work of a graduate in Legal Operations at Slaughter and May varies significantly between the different functions.

My first seat was in Knowledge & Innovation (K&I). For me, this role was focussed on (i) liaising with legal tech suppliers, (ii) assisting to create presentations on our innovation strategy, (iii) researching the legal tech market, and (iv) piloting new legal tech within the firm. On a more granular level, I would often provide training sessions on how to use our legal tech, along with collating feedback from pilots. I was also lucky enough to go on secondment to one of our clients, which allowed me to work on projects internal to the client.

In the BI and Pricing team, typical work would involve (i) creating financial reports for both Business Services team members and the legal teams, (ii) ensuring that the firm's data collection was up-to-date and (iii) a range of ad hoc projects.

As mentioned, LPM is focussed on applying project management techniques into legal matters. The type of work in LPM involves producing client-facing reports and working closer with the legal teams. Working in the LPM team allows for not only the production of client-facing reports, but also opportunities to correspond directly with the client. This encourages improvement in different communication styles with different stakeholders.

What is your favourite aspect of Slaughter and May?

Slaughter and May offers a range of opportunities to get involved with. I personally like the responsible business initiatives that are available. The firm encourage its staff to sign-up to initiatives that are beneficial to the community, such as tutoring GCSE/A-Level pupils and supporting with reading at a local primary school. It's enjoyable to be able to commit some of your working week to help have an impact outside of the firm.

Our culture

How would you describe the culture here?

The culture at Slaughter and May is really inclusive. Joining the Legal Operations graduate programme is a great way to get to know a range of faces around the firm, as it exposes you to different teams and functions. Whilst all the teams are different in terms of work-type, there is a consistent approachable attitude throughout. The teams that you will get involved with are incredibly supportive, and encourage open conversations. This attitude was really helpful whilst I was settling

in to Slaughter and May, as it encourages you to ask questions and get involved.

Whilst I enjoy working from home once/twice a week, I have found that going into the office allows you to fully immerse yourself in the culture. Everyone is really friendly, and seeing people face-to-face makes it easier to form relationships by grabbing a coffee or lunch together.

What qualities do you think someone needs to be successful in your role?

I think firstly, it's really important to be flexible. As mentioned in my 'day in the life' section, work is incredibly varied day-to-day. This means that often you need to adapt your working style to accommodate different types of tasks. Equally, it's not uncommon to have unexpected urgent work to pop up that needs attention. It's important to be able to prioritise tasks and understand how to manage your workload.

I also think that it's important to have good interpersonal skills. All the teams that I have worked in have been really friendly and social. Communicating well with colleagues makes it easier to work on projects collaboratively as it builds a good working relationship!

Finally, it's good to be inquisitive and open-minded. Prior to joining Slaughter and May, I didn't have a huge knowledge base on any of the legal operations functions. Whilst you're not expected to know everything before you join, it's good to keep up-to-date and enrich your understanding. I definitely recommend Artificial Lawyer as a starting point to learn about legal tech if you are thinking of joining the scheme!

Managing my career. And having fun too.

What are the hours like, and how do you try to keep a healthy work/life balance?

The hours are generally quite regular (9:30am – 5:30pm), although this can vary depending on both the time of week and/or month. Reporting is usually due at the start of the week/month; therefore, these times can be busier whilst trying to juggle external deadlines and internal projects. Even during busy periods, working late isn't a usual occurrence as long as you manage time effectively. Having a robust agenda per day is really useful for staying on top of deadlines. I usually find that tracking this in your Outlook calendar is helpful so that the rest of your team are aware of your workload.

To keep a healthy work/life balance, I tend to go on a walk at lunchtime to reset myself. It's important to make sure that even when you're busy, that you take some time away from the screen to stretch your legs and catch up with colleagues. A good work from home set-up is also important.

Filling your evenings with relaxing or fun activities is also a good way to maintain a happy and healthy work/life balance. Dinner/film night with friends is always a nice way to wind down after a long day.

Our current graduates

Any advice?

What advice would you give to students looking to join us?

It's important through the application process and beyond to simply be yourself. It's completely normal to be nervous but it's important to remember that everyone is excited to get to know you and welcome you into the team.

I think it's definitely important to make conversation with everyone that you come across in the firm. It's good to start building relationships from day one as it definitely helps down the line to have a good network. This also helps to build your confidence as you will start to see familiar faces and settle in easier. Equally, having a network across the firm makes it easier to reach out when completing projects.

And your favourite moment at the firm?

My favourite moment at the firm was being able to go on secondment to one of our clients. It was really interesting to learn about another business and their ways of working. Equally, it helped further my awareness of the legal operations industry outside of Slaughter and May. Understanding the client is invaluable to bring back into your day-to-day work within the firm, as it helps to shape your understanding about how work should be carried out with the client as the focal point.

Our current graduates



Craig Laverick

Job Title:
Legal Operations Executive

Team:
Knowledge & Innovation
whilst also currently on
a part time secondment

University:
University of Bath

Degree:
International Management
and German

Year Joined:
2021

Choosing Slaughter and May

*What originally attracted you to the firm?
How did you decide that a legal ops role
was for you?*

After graduating, I was unsure as to what career path I should pursue. I knew I wanted a commercial role with lots of variety, but never knew exactly what that kind of job would look like. When I saw this role advertised at Slaughter and May, I became attracted to the idea of working at a top rated firm in an area of the legal industry that is rapidly developing. The rotational element of the programme gives you unrivalled visibility into many areas of the business, and gives you time to evaluate what sort of role could be a good fit for you going forward.

Working at Slaughter and May

*Can you talk through your day?
Which group are you in? What does the
group do?*

The working day starts at 9:30, but I like to get in a tad early at approximately 9:00 in order to grab a coffee, settle down and see what's ahead of me for the day (BBC sport may also get a quick browse too). I have recently started in the Knowledge & Innovation team, so my day mainly consists of various projects at different stages of legal tech implementation. I could be researching interesting developments in a particular market, working with external technology vendors to test and pilot products with our lawyers, or even taking part in the procurement negotiations of products that we want to buy.

I have also recently finished a 6 month rotation in the Legal Project Management team. My day there could consist of assessing the financial performance of a matter against budget and communicating this to the client, or drafting bespoke project management

templates which help plan different stages of a matter.

*What part of the job gives you
the biggest buzz?*

I take great satisfaction from seeing the genuine value that the various legal operations teams are adding to the firm in their own right. The Business Intelligence & Pricing team utilises data to help multiple areas of the business make strategic decisions. The Legal Project Management team ensures that matters are effectively run by optimising processes. And the technology introduced to the firm through the Knowledge and Innovation team is improving the lawyer and client experience. I can also only see the offering of these teams broadening in the future, which is exciting to see.

*What has been your favourite project
to work on to date and why?*

There are many exciting projects to choose from, and the range of projects that you can undertake in the various teams makes a direct comparison difficult. Although not a specific project in itself, I enjoy being able to offer insights from a previous rotation into a new team. Although as a graduate you are junior, you also gain an insight into the firm from multiple different angles.

*What is your favorite aspect of
Slaughter and May?*

The work is genuinely market leading, and although this can bring certain demands, it also makes each day very interesting. Despite the high performance environment, the office environment is extremely friendly. I remember being told by a senior manager that "the only stupid question is the one you don't ask". It's a place where I feel both challenged and supported at the same time.

Our culture

*What qualities do you think someone
needs to be successful in your role?*

Be inquisitive and willing to accept responsibility. Have the courage to speak up, either to offer ideas to the table or to clarify any gaps in your understanding. As mentioned before "the only stupid question is the one you don't ask". Smile and enjoy it, it's a great opportunity.

Managing my career. And having fun too.

*What are the hours like, and how
do you try to keep a healthy
work/life balance?*

Our hours are 9:30 to 17:30. Sometimes I do work longer than this, however this is the exception and not the rule. Personal time is respected here, and I only work after hours if I wish to complete a project or task on my own accord, not under duress.

What are your hobbies/interests?

I've always enjoyed playing sport growing up, with football and rugby being my main sports in particular. I've kept up both of these sports in 'mini' form, by playing 5-a-side football and touch rugby weekly. I also enjoy running with friends that are far fitter than me and the occasional game of tennis.

Any advice?

*What advice would you give to students
looking to join us?*

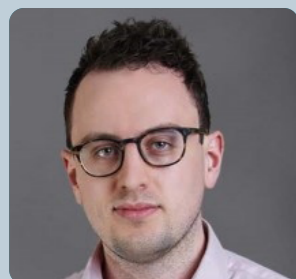
Utilise what makes you unique and show how this can add value to the firm. Prior legal industry experience or knowledge can certainly add value, so if you have this then that is great. However this is by no means a pre-requisite. Do you have leadership experience? A particular academic or hobby interest? Other business or volunteering experience? I was working at a company that handles home insurance claims before I joined the firm and used this to my advantage in the interview process, be creative! And if you reach the assessment centre, make sure to relax and be yourself. There are no trick questions and the team genuinely do want to get to know the real you.

*Is there anything you wish you had
known before you joined - about
Slaughter and May or the role. Were
your expectations met?*

6 months flies by. Make sure to absorb as much as you can, it is really important to make the most out of each seat.

And your favourite moment at the firm?

I thoroughly enjoyed attending the legal ops course that was delivered by the University of Law and Positive Pricing towards the start of the programme. It was a brilliant introduction to the industry, and as we sat the course with grads from other City law firms, it was a great opportunity to network. We are still very much in touch with the graduates from other firms now!



Peter Morton

Job Title:
Legal Operations Executive

Team:
BI and Pricing

University:
University of Sheffield,
SOAS

Degree:
East Asian Studies, Politics

	Morning	Lunch
Monday	I've just moved seats so have only recently started in the BI and Pricing team. I start the morning off by joining the team's morning stand up meeting, this is where we run through what we've got on for the day, and discuss anything new that has come up or we may need some help with. After this I run through some weekly reports that I will be taking on with one of the Execs in the team.	I meet some of the other legal ops and business development grads, and we catch up over lunch in the canteen.
Tuesday	We've been working on a new app that will help with managing capacity. I spend some time testing this and then feeding back to the development team about any changes.	I pop over to Liverpool Street and meet a friend for lunch.
Wednesday	I decide to work from home today, my team is very flexible so we can pick and choose our office days. I join the team meeting remotely and then spend the rest of the morning working on a request we've had through from the BD team for some information about some of our clients and our pricing on their matters.	I use my lunch break to go for a walk around the park and grab a coffee, then come back and sort a few things I needed to do at home.
Thursday	We've been pulling together some reports for Jill Hoseason the COO of the firm, I spend some time running these and ironing out a few issues, as we need to make sure everything in these is spot on.	A friend who works in legal operations at another firm suggests going to Whitecross Market round the corner from the office.
Friday	Once a month the firm has a bring your dog to work day, so I start my morning by meeting one of the BD grads and walking around finding as many dogs as possible to pet. I then have a one on one career coaching session with the L&D team, where I have the chance to talk more about my role at the firm and any areas I can work to progress.	Over lunch I head to the gym up the road, and fit in a class over my break.

	Afternoon	After work
Monday	We've been asked to pull together some utilisation data for some of the groups, so that they can do a year on year comparison of their work. I spend some time pulling together the report, as well as speaking to HR to get some information that we need from them.	I take advantage of the firm's discount at the Barbican and go to the cinema with a friend.
Tuesday	I've been doing some volunteer tutoring with The Access Project via the firm. My tutee is at school just up the road so comes to the firm's café. I then use the afternoon to send out a few more weekly reports and to follow up on the actions from the ones I sent out yesterday.	I head back home and have dinner with my flatmates.
Wednesday	In the BI and Pricing team we have been working on a project with the LPM team to automate some of their reporting and build some new dashboards. I have a catch up with them and then spend some time working on this.	I have a pretty relaxed night in with a takeaway and some Netflix.
Thursday	I run a few more of the reports from the morning as we're on a fairly tight timeline to get these done. I meet my manager for a coffee and have a chat through the projects that I've been working on. We have a regular one on one scheduled in so that I can talk about anything that may have come up or any issues I may need some help with.	I head out to the pub for a drink with some of the other Legal Ops and BD grads.
Friday	Next week, the other grads and I are running a session between all our departments, looking at how we can work collaboratively. I'm presenting in this, so I spend some time working on my slides. I then finish off the day by catching up on any emails, and planning out what I need to work on next week.	I head out to meet some friends in town for dinner and some drinks.

Investing in you

Our current benefits package

In addition to offering a competitive salary of £35,000 in the first year and £38,000 in the second year, the firm currently offers the benefits listed below. These may change from time-to-time so please consult our website for the most recent listing. We will detail the benefits package for the successful candidate in our offer letter.



Key benefits

30 days of annual leave with the option to apply annually for up to five days' unpaid leave (pro rated for part-time employees)

Interest-free season ticket loan

Money purchase pension scheme

Life assurance



Lifestyle benefits

Subsidised restaurant and coffee bar

Enhanced family leave pay

Access to a range of special offers and shopping discounts

Concierge service

A variety of entertainment benefits at London theatres and galleries through our corporate memberships

Bike racks, lockers and shower rooms

Cycle to work scheme

Payroll giving for tax-free donations to charity

Matched funding for individual fundraisers

Eight diversity support networks

Prayer and contemplation space

Annual dinner dance, social events and networking



Wellness benefits

Subsidised health club membership

Private medical insurance (personal and family)

Dental Insurance (self-paid)

Onsite and virtual GP service

Health screenings

Personal accident cover

Confidential Employee Assistance Programme

A range of sports and clubs

Mental health and wellbeing platform

We currently operate a hybrid working model and you will therefore be entitled to work from home for up to 40% of the week.

Getting involved

Extra-curricular and social activities

We're lucky that we enjoy each other's company, and this extends into social, community outreach and sporting activities. We will encourage you to continue with the interests that made you interesting to us. Who knows, perhaps you'll introduce one of them to us?

Clubs

Art

Book

Choral

Cricket

Cycling

Football

Gardening

Hockey

Netball

Rugby

Squash

Volunteering opportunities

Mentoring and tutoring young people from disadvantaged backgrounds

Working on strategic projects to build the capacity and sustainability of local charities

Employability and enterprise mentoring in the local community

Befriending older people

Reading with primary school pupils

Once you join us there are plenty of activities to get involved in – both within your group and with the rest of the firm. We have a variety of clubs, including football, rugby, cricket, netball, art and a book club. Our diversity networks organise talks on a range of subjects and hold regular social events open to everyone in the firm.

Responsible business

Slaughter and May has a reputation for providing exceptional legal service, which is recognised and valued by our clients. But there is more to us than this. We are an outward looking, internationally-minded collective of individuals who possess significant resources, knowledge and influence to create a substantial and positive impact.

Taking a sustainable approach to our business means that, as well as adding value for our clients, we have a positive social and environmental impact. As part of this we are continually investing in our local community, preserving our environment, ensuring that our working culture is diverse and inclusive and that our employment

opportunities are open and accessible to all based on individual qualities and personal merit. We involve all of our people to take personal responsibility to make this happen.

We have made a number of commitments to globally recognised initiatives such as the UN's Global Compact, the Sustainable Development Goals, RE100 and Science Based Targets, and we use these as a framework for our strategy.

Our aim is to integrate sustainability into the strategic and operational decisions made at the firm so that it becomes part of our everyday business interactions.



Our Network of Networks

The firm has eight diversity networks run by employees and supported by partners. Collectively we form a Network of Networks and our aim is to foster a spirit of inclusion, both amongst the networks and the firm more widely. We work collaboratively with each other and the firm to create a more open minded and inclusive work environment. We strive to make people feel comfortable about bringing their authentic selves to work.

Each network offers an informal support mechanism for employees with a similar background, perspective or interests and hosts a number of exciting formal and informal events throughout the year, which are open to everyone.

They're a great way for you to meet new people in the firm, as well as to celebrate difference and learn about different experiences and perspectives.



CHRISTIAN /



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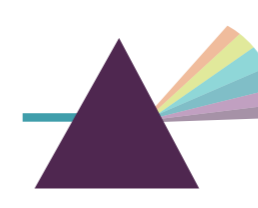
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