

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 second 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 3 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 wider technology team to experience enterprise wide projects and into a practice group to see legal process design, knowledge capture and delivery from the perspective of our lawyers.

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 2022.

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.

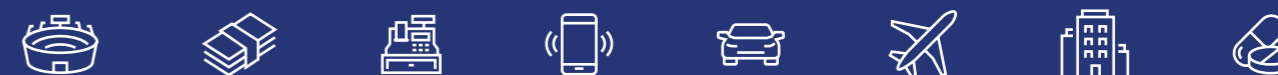
The role is based out of our London-based headquarters. We do, however operate a hybrid working model and there will be opportunities to work from home. You may also be required to work from our client's offices as part of your client secondment.

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 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.

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.

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
- We establish innovation training programmes to supplement core skills training for our staff
- We produce thought leadership on topics such as legal design and visual contracts.

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
- Alongside the IT Training team, we provide legal tech training
- Supporting use of legal tech around the firm.

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

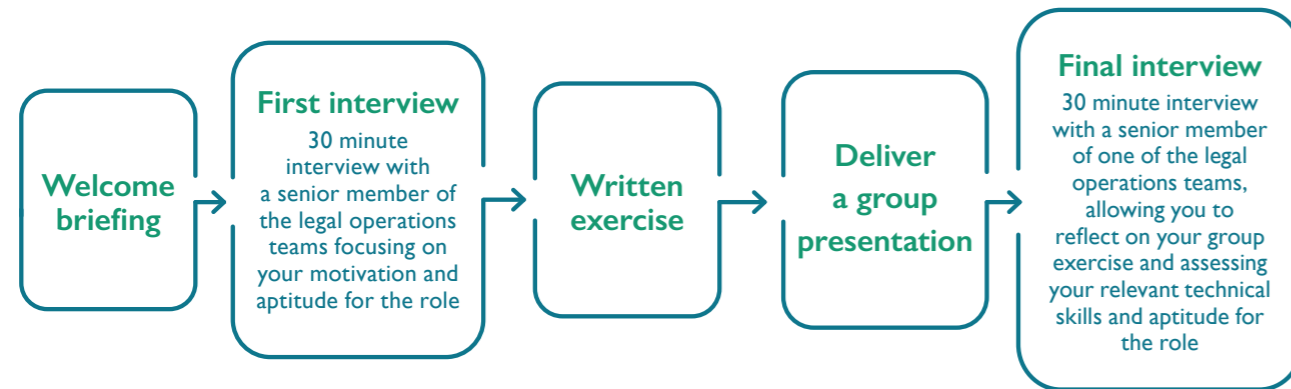
In order to apply you will need to fill in an application form on our careers site before Wednesday 6th March. The application will consist of:

- 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;
- two written answers to questions, 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 May April.



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 2022.

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 Ellie Smith via Ellie.Smith@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?

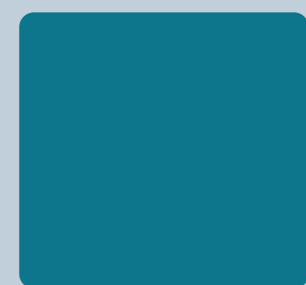
What advice would you give to students looking to join us?

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:
Knowledge & Innovation

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 and unlikely 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 usually arrive at the office at 9:15 and I head into the canteen to grab breakfast. At 9:20 I sit down at my desk and get myself set up for the day to start at half past 9. I firstly catch up on any emails that I've missed and jot down a list of tasks that I need to get done that day (this usually changes throughout the day as tasks with varying urgency come through). In the Knowledge and Innovation team, a lot of the work relates to legal tech and value-add. For example, I'm currently working on a project in which the team are creating a video on our legal tech capability. This involves creating a script and coordinating with the relevant groups to pull the project together.

Throughout the day I will attend a range of meetings and catch-ups. These allow me to

stay up-to-date on projects so that I know what tasks I have coming up. After meeting, I will usually write up a few notes of tasks that I need to get started on. Keeping a note of actions after a catch-up is a good way to keep organised.

I am also currently on secondment with Diageo, where I work on Tuesdays and Wednesdays. The opportunity of a secondment makes my work incredibly varied day-to-day and so it's difficult to give a full representation of a 'day in the life' of a Legal Ops grad!

The day finishes at 17:30. After work I either meet up with friends near work, go to dance practice, or go straight home to chill with my flatmates.

What part of the job gives you the biggest buzz?

It's great to work on projects where new tools are being piloted. Projects such as these provide a great insight into the legal tech market and help me to keep up-to-date with new developments. As I've only been at the firm a short while, I haven't seen a tool go from the initial pilot phase to firm-wide rollout. But still, it is exciting to see how different tools are received across the firm.

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

I have really enjoyed working on projects using StructureFlow. In particular, I enjoyed re-creating a process map of the M&A process using the tool. This was one of the first projects I worked on; it was particularly interesting because it allowed me to understand how the legal tech tool worked in practice, whilst also exposing me to how the client is involved in work with the firm. This project was part of a wider commitment to adding value services and it has been interesting to see how Slaughter and May enhance the client experience outside of purely transactional work.

Our culture

How would you describe the culture here?

The culture at Slaughter and May is incredibly inclusive. I have found that the K&I team specifically have been super friendly; the team have made my transition into working life as smooth as possible. The open-plan set-up on the K&I floor encourages open conversations. Being in an open-plan working environment has made it easier to ask questions and get the support that is needed for a particular task. Furthermore, asking questions is often encouraged. This positive attitude to learning and development has helped me to feel comfortable at work with the reassurance that support is there if needed.

Slaughter and May have encouraged office-working where appropriate. Being in the office has made it easier to build relationships with colleagues and settle into the firm. Little things such as post-work drinks or grabbing lunch with colleagues has also helped with relationship-building.

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

I think firstly, it's really important to be flexible. 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 be working on a project to then have more urgent work to pop up that needs attention. This leads in to having good organisational and time management skills. 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. The team I'm working in at the moment are really friendly and social. Therefore, it's important to be able to stay professional whilst also creating a good work culture within the office. Equally, communicating well with co-workers 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 legal tech/legal operations. Whilst you're completely 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?

In K&I, the day usually starts at 9:30am and ends at 5:30pm. Sometimes I need to stay a little bit later if there are any urgent deadlines or if I need to reduce workload for a busy day the next day. With hybrid working, work can also be taken home. This means that it's still possible to go home at 5:30pm and carry on with any extra tasks if needs be in the comfort of your home.

For me, I keep a good work life balance by not stressing too much about work after I log off for the day. For that to be a reality, it's super important to keep on top of tasks during normal working hours so that work doesn't trail on into the evening. Living in London, it's also great to meet friends after work as everyone is so close. Keeping social

after work helps to motivate me to work harder during the day. I also think it's really important to make the most out of your weekend. Having things in your diary help to keep a break between work life and home life.

In my experience, everyone that I have worked with has been super lovely. This helps to keep work relatively social.

Any advice?

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

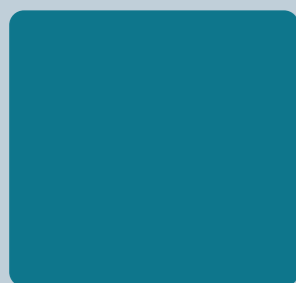
It sounds cliché but I really would advise to be yourself and be polite! I find that being yourself is the best way to start in a new role as it helps you to relax. It's completely normal to be nervous but it's important to remember that everyone is excited to get to know you and welcome you into the team.

I think it's definitely important to make effort/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 has been working on an internal and external video for our 'Legal Tech Toolkit'. Working on this task has exposed me to a range of departments within the firm, such as OLIVER, Pitching and Digital. Equally, it has exposed me to the range of the work that the firm does outside of legal services. During this project, I have been involved in creating a script, recording audios and seeing the final piece.

Our current graduates



Craig Laverick

Job Title:
Legal Operations Executive

Team:
Business Intelligence
& Pricing

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?*

Throughout my Management degree, I had the opportunity to complete modules covering commercial and corporate law. I found the topics interesting but just assumed (wrongly!) that a career in the legal industry was not available to me if I didn't become a lawyer. However, when I found this programme online I immediately knew that this was the right firm and role for me. The opportunities available on the programme were described in a level of detail that is lacking in many other job descriptions, such as the different kinds of rotations, potential client secondments and the opportunity to learn alongside other legal ops graduates at other city firms. The variety of the programme appealed to me, as although I knew that I wanted to complete a commercial graduate scheme, I wasn't set on a particular role and wanted the flexibility to experience different areas of a business. I was also impressed by the career mentoring and coaching opportunities available to graduates, which showed the firm cared about investing in its people.

The firm has a reputation for providing world-class legal services, which requires both outstanding lawyers and business professionals. I was really excited by the possibility of joining a firm full of talented colleagues to support some of the world's most influential public and private sector organisations.

Working at Slaughter and May

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

At the moment, I work in the Business Intelligence and Pricing team. We're essentially responsible for the firm's data strategy, designing reports and tools to address business needs and providing guidance on the firm's pricing decisions. Every morning, we have a daily catch up at 9:30. This could be virtually via teams, in person in the office or done in a hybrid environment depending on the team's working patterns. I like to be at my desk roughly fifteen minutes before that with a coffee, so I can plan my day and note any work or projects that the rest of the team should know about.

After that I crack on with the day. This could involve carrying out analysis to support various stakeholders, such as Business Development or lawyers, to help them make data-informed decisions. Other times I could be working with team members to assess the appropriate rates for a certain client.

A lot of the work is Excel based, which is teaching me a lot about presenting data and financial reporting – very useful skills for any future career path.

What part of the job gives you the biggest buzz?

Due to the amount of data oversight the team has I have gained a unique insight into the way the firm operates, ranging from how matters are staffed by lawyers to general financial strategy and performance. Each day I learn something new about the workings of a city law firm and it's really exciting to have this level of exposure so early on in my career.

What is your favourite aspect of Slaughter and May?

I think the firm strikes the right balance of being a fast paced environment with high standards, whilst also being very welcoming and friendly. On my first day, 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. The culture amongst the graduates is also great and we often socialise after work.

Our culture

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

I would say you need to be hardworking, open to new ideas and willing to take on responsibility. The variety that comes with a rotational programme means that you'll frequently have to adapt to change and learn new skills, and having a positive approach to these new experiences is key.

Managing my career. And having fun too.

What are your hobbies/interests?

I've always enjoyed playing sport. Mainly rugby and football growing up, but I'll try my hand at anything! I'm also new to London, so I've enjoyed being a bit of a tourist the past few months by taking in as many sporting and music events as possible, with the odd museum trip thrown in. It's great being a tourist in the same city that you live and work, and London is not short on things to offer whatever your interests.

Any advice?

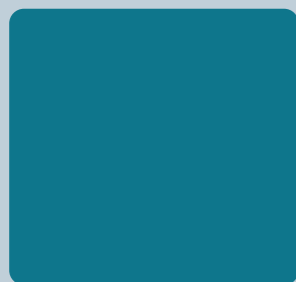
What advice would you give to students looking to join us?

Just be yourself. Students get told that a lot, but it really is important. The current grads on the programme all come from very different backgrounds, so there really is no ideal candidate. During the application, try to highlight times that you took on responsibility and pushed yourself out of your comfort zone.

Also, if you get to the assessment centre stage, stay relaxed and enjoy it! I can tell you from experience that there are no trick questions and the interviewers really do just want to get to know you and help you make the most of the process.

And your favourite moment at the firm?

To be honest, it's hard to pinpoint a definite favourite. Each day brings another opportunity to look at a new way a problem can be solved, and I enjoy knowing that the work we are doing is playing a significant role in the firm's strategy. I find any projects relating to client and matter pricing to be the most fascinating, as this directly impacts firm revenue!



Peter Morton

Job Title:
Legal Operations Executive

First rotation:
Knowledge and Innovation

University:
University of Sheffield,
SOAS

Degree:
East Asian Studies, Politics

	Morning	Lunch
Monday	<p>On Monday mornings I have a catch up meeting with my manager so that we can go over what needs to be done over the week.</p> <p>I then sort through the new applications for Collaborate, which is our legal tech programme, and do some background research on any new applicants.</p>	<p>I meet some of the other legal ops and business development grads, and we catch up over lunch in the canteen.</p>
Tuesday	<p>We're hosting an event with our Client Innovation Network today. We've invited members of our client companies to come and see a demo from some legal tech suppliers we've had the opportunity to get to know, StructureFlow, Juralio and Tabled. I spend the morning getting ready for the event, making sure that all the suppliers are prepped, and sorting out any queries.</p>	<p>The event is running over lunchtime, everything runs smoothly, and we get some great feedback from the CIN.</p>
Wednesday	<p>On Wednesdays I've been doing a secondment with the Real Estate department, so that I have a chance to experience the fee-earning side of the business.</p> <p>I start the morning off by having a catch up meeting with my manager in Real Estate, so that we have a chance to discuss what he'd like me to work on this week.</p> <p>I then help to draft a press release for a new matter that the department is working on.</p>	<p>I head out and get lunch with one of the trainees from Real Estate.</p>
Thursday	<p>On Thursdays we have our weekly shortlisting meeting for the new Collaborate applications. We go through and discuss any demos that we've seen, as well as looking at new applications, so that we can decide what next steps to take with each supplier.</p> <p>I've also been working on a new project, looking at how we manage knowledge in the firm. We've been speaking to various people around the firm to gather their thoughts, and work on putting together a project plan, to look at our next steps.</p>	<p>I fully mean to go to the gym this lunchtime, then someone suggests going to Whitecross Market round the corner, and I eat a falafel wrap that's bigger than my head instead.</p>
Friday	<p>I tend to go for a bit of a mixture of working from home or the office on Fridays, but decide to work from home today.</p> <p>I start off the morning by working on a new document I've been producing for the CIN helping companies to pilot new tools.</p> <p>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.</p>	<p>I go for a walk around a park near my house and grab a coffee, so that I can get some fresh air.</p>

	Afternoon	After work
Monday	<p>We've got some demo calls set up with some of the applicants to Collaborate. It's a great chance to meet the applicants and to learn more about their product.</p> <p>After the demos I spend some time automating some of our internal procurement documents on Contract Express, to make them more efficient and easier to use.</p>	<p>I join a training session for the Access Project, which is a programme volunteering to tutor GCSE and A-level students, which I've signed up to through the firm.</p>
Tuesday	<p>We've recently hosted an event with one of our clients helping them look at innovation and adoption of technology in their own organisation. As part of this we're building them a collaborative workspace on HighQ with some materials from the day. I spend some time finishing up building the site, so that it's ready to send over to them.</p> <p>I then join a call with some associates who are hoping to use Luminance on a new matter and want to discuss the best way to go about this.</p>	<p>I head back home and have dinner with my flatmates.</p>
Wednesday	<p>I've been helping one of the associates in Real Estate look into their pricing strategy. I collect some pricing data from across the department, and work on analysing it to gather some insights.</p> <p>The Firm's new IEN stream is sitting across both the Real Estate and Corporate practice groups. I meet with the IEN Professional Support Lawyers to discuss some of the work I've been doing for them, including helping them look at how they store documents on our knowledge management system, and helping them to build a site for our firm intranet.</p>	<p>I take advantage of the firm's discount at the Barbican and go to the cinema with a friend.</p>
Thursday	<p>We have a meeting for the Knowledge and Innovation team every fortnight. This is a chance to catch up and discuss what's been going on in the team.</p> <p>I then have a couple of meetings around planning the next steps for Collaborate. First I meet with the events team to discuss our launch event, and then with the Digital and Comms teams to talk about a series of videos we're producing, promoting gender diversity in legal tech.</p>	<p>I head out to the pub for a drink with some of the other legal ops and BD grads.</p>
Friday	<p>In the afternoon I work on testing a new automation that we've been building with Clarilis, which once finished will help the competition team when looking at competition controls across jurisdictions.</p> <p>I then finish off the day by catching up on any emails, and planning out what I need to work on next week.</p>	<p>I head out to meet some friends in town for dinner and some drinks.</p>

Investing in you

Our current benefits package

In addition to offering a competitive salary of £30,000 in the first year and £33,000 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 /



DIVERSE /



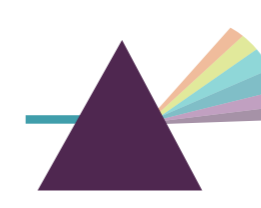
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