



Job Title: HR Director

Reports To: COO and Management Board

## Why Bates Wells?

If you're looking for a City firm with a difference, you've come to the right place. Bates Wells is a City firm with a difference; a place for people creating positive impact.

We combine an innovative legal practice with consultancy services offering expertise and fresh thinking on impact measurement, planning and strategy. Our clients are diverse - from global household names, to public bodies, to start-ups. We're the firm of choice for hundreds of charities and social enterprises.

We believe in making a positive impact, whether that's lobbying the government to revise legislation around sustainability or working on a landmark case that challenges public perception: We are innovative and not afraid to challenge the status quo to drive positive change.

We have three core values listed below and as a values-driven firm we live by these principles: the commitment we show to our own people, our clients, the environment and society saw us become the first UK law firm awarded a [B Corporation certification](#).

**We're people people** - we are a team of individuals, who are generous with our time and support, and we value everyone regardless of title.

**We walk the walk** - we live by our principles, we believe in you and we go above and beyond the role of a normal firm.

**We face forward** - we are optimists, curious and ingenious, we seek to drive change.

## The role

To thrive in this role you will have experience of working in a partnership and a successful track record of influencing senior stakeholders and of guiding HR teams to deliver a high quality service that meets business needs. You will be as comfortable providing board-level policy advice and devising and delivering a People Strategy, as reviewing the detail of our various HR processes.

## Key responsibilities

These may change over time, so you'll need to be open and flexible in responding to business need.

### Leadership

- Actively contribute to Board level discussions on the strategic direction of the firm and acting as an enabler for change at Business Team and firm-wide level.
- Lead and manage the HR function and team with energy and confidence, creating an environment which enables contributions from all and encourages dialogue.
- Devise and deliver a people strategy and plan that is in line with the firm's new strategy.
- Contribute as a member of the Senior Management Team ("SMT"), working collaboratively with other functional leads to provide high quality, joined-up business support services to the firm.

#### Reward

- Develop the annual staff salary approach and budget - covering salaries, bonus and other benefits - to deliver the reward strategy agreed by the Management Board.
- Together with the COO, support the partner Remuneration Committee, which will also involve reviewing and recommending improvements to the current process.

#### Employee Relations

- Guide and support partners and managers across the firm in the handling of employee relations matters.
- Take personal charge of the most sensitive, senior or otherwise significant ER issues and those matters involving partners.

#### Diversity & Inclusion

- Lead HR's advice to the firm on equality, diversity and inclusion issues, working with the Diversity & Inclusion Forum and advising the SMT and Management Board on policies in support of Bates Wells' commitment to these principles.

#### Recruitment

- Review the firm's approach to trainee recruitment in light of market changes (SQE).
- Deliver creative, effective and economic recruitment approaches at all levels of seniority, which attract a wide range of talent to the firm.
- Ensure that all recruitment tests candidates' understanding and appreciation of our purpose and values.

#### Learning and Development

- Deliver - in time - a more efficient and effective appraisal process that is aligned with our purpose, values and strategic objectives and is managed consistently across the firm.
- Help embed a culture of regular feedback including peer and 360 feedback across the firm.
- Map talent across the firm, develop leadership and other learning programmes and enable better succession planning
- Develop an alternative career structure for our lawyers.
- Lead, together with the COO and Managing Partner, the annual partner promotion process.
- Develop a "Beyond Partnership" programme for senior partners approaching retirement.

#### Policies, procedures and systems

- Undertake a review of our Open HR system and recommend a way forward.
- With the HR team, challenge and review all HR processes, in order to find and implement simplifications and efficiencies for the benefit of the HR team and all internal clients.
- On an ongoing basis, oversee the review and updating of HR policies and procedures in line with legislative changes and to better reflect our purpose and values.

#### What qualities and experience are we looking for?

- Deep experience of partnerships and of the legal or other professional services sector.
- Board-level influence, challenge and presence.
- Proven ability to build, maintain and nurture excellent, constructive relationships at all levels in a business.
- Skilled leadership and teamwork.



- A client and service-focused approach.
- Excellent written and verbal communication skills.
- Fully qualified membership of CIPD.
- Current awareness of latest developments within employment legislation.
- A genuine interest in the work we do at Bates Wells.
- Finally, we want people whose values reflect our own and who feel inspired working in a firm with a strong social purpose.

### What are we like to work for?

- Our purpose and values guide us and drive us.
- We promote a strong work/life balance.
- We have an agile working environment - this means you might sit next to a different colleague every day or choose to work from our rooftop garden and we actively encourage people to work from home once a week.
- Our culture encourages clear and honest dialogue and cross-team support.
- We can promote our staff throughout the year and there are annual salary reviews.
- We recognise success and contribution at any time of the year through our Recognition Scheme.
- Our benefits and wellbeing package includes firm matching pension contributions, private medical insurance plus a medical benefit cash plan, discretionary bonus arrangements, life assurance, 30 days holiday with the opportunity to buy more, subsidised gym memberships, lifestyle discount scheme, firm-wide profit sharing scheme, on site café, and Summer in the City early-Friday-finish.
- Everyone gets a bonus if there is one - a proportion of the LLP profit is distributed to our people when we exceed our financial thresholds.

### Some extra details

- Bates Wells is a B Corporation. B Corporations are profit-making, purpose-driven organisations unified by one goal: to redefine success in business.
- Our people rate us and we made it into the Sunday Times' 'Top 100 firms to work' for in 2018.
- Bates Wells provides legal documents to clients through 'Get Legal' - an innovative online documentation portal, which provides an affordable suite of legal documents drafted by sector-leading experts for tailoring by individual users.
- We are committed to your wellbeing and offer physical and mental support in the way of subsidised gym membership, private health care and in-office Mental Health Awareness Ambassadors.
- We strongly believe that everyone should have the opportunity to reach their full potential whatever their background and believe a diverse team is integral to our success.

### How to find out more about us

You can find out more about Bates Wells and whether we're the right fit for you by;

- Reading about us on our website [bateswells.co.uk](https://bateswells.co.uk)
- Ask around about us - as widely as you can

*NB We will normally have at least 2 interviews - to test your skills and experience to work with us and to see if your values align with ours.*

