



Graduate Law Careers

Harbottle & Lewis

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The Harbottle & Lewis journey



At Harbottle & Lewis, we pride ourselves on our personable, friendly, non-hierarchical structure. We are a Firm where an open-door policy, really is an open-door policy and where partners are always willing to help. What sets us apart from other law firms is our ethos and the responsibility we give to our people.

So, what's our story? Our origins date back to 1955 when Lawrence Harbottle and Brian Lewis, who met at law school in Guildford, decided to set up their own law firm specialising in the media and entertainment sectors spawning from their mutual interest in the legal aspects of film production and theatre.

Throughout your Harbottle & Lewis journey, partners will rely on you; place a great deal of trust in you; and involve you with clients and matters from the outset. As a trainee you'll also share a room with a partner so it's always easy to ask for help and support, with no question being a trivial question.

As a full-service Firm, we are uniquely positioned to provide clients with an end-to-end service, which gives our trainees quality exposure to so many different parts of the business, providing invaluable commercial knowledge.

You'll get to work on matters from the early stages right through to the finish with exciting, cutting edge clients. Some of which include clients within the blockchain, adtech, advertising, film and TV industries as well as high profile individuals.

Our office is based in the heart of the west end, just a short walk from Oxford Circus tube station, and it's here that your career in law could begin.



A career at Harbottle & Lewis doesn't just offer a wealth of opportunities to develop professionally as a lawyer, but also provides exposure to a vast array of some of the most interesting and creative individuals and clients. On a more personal level, we have a truly collegiate, non-hierarchical ethos and culture. We care about everyone who works at the Firm, and our inclusive wellbeing programme means that you're likely to bump into senior partners and management during one of our very popular and regular yoga or general fitness sessions.

Glen Atchison, Managing Partner





What we're looking for?

We're looking for talented, open-minded, friendly people who are passionate about law and are curious about business and the world around them.

You should have strong academics with a minimum of two As and a B at A-level (or equivalent) and at least a 2.1 degree. It is important to us that you can show initiative as well as being a team player.

We offer six training contracts a year, three commencing in March and three in September.

Our aim is to recruit trainee solicitors who will later be employed as the Firm's future lawyers and progress to partnership. Over the years, the majority of our trainees have stayed with us following qualification.

We will pay for the Graduate Diploma in Law (GDL) in full and provide you with a £6,000 grant for non-law students. We will also pay for the LPC and offer another £6,000 grant for LPC students.



The Firm is very supportive and strives to be a meritocracy. It is also the perfect size – big enough to have an impressive list of clients and some really cutting edge work, but small enough to stay friendly and personal.

Kostyantyn Lobov, Senior Associate



Where it could all start...



Starting your career with us will equip you with the expertise and deep sector knowledge needed to establish yourself as a highly experienced qualified lawyer.

You'll work on deals or cases from across a wide variety of practice areas and sectors, which will open doors to a whole host of opportunities.

We adopt an environment that's collegiate, collaborative and supportive, and our trainees will experience a full range of legal work which is relevant and challenging.

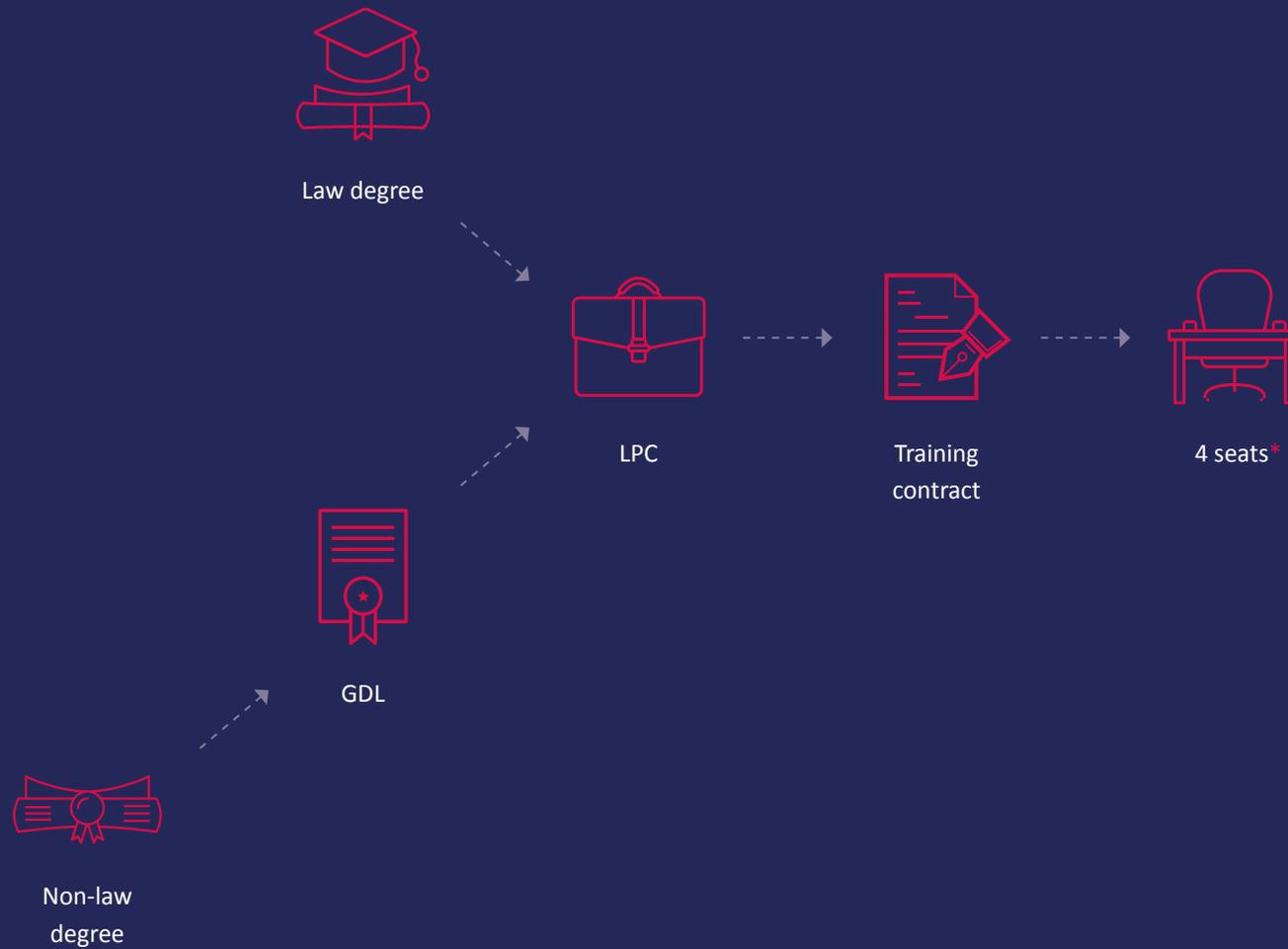
During your two-year training contract with us, you will be given the opportunity to thrive in our key practice areas, spending six months in four different seats as shown in the Routes to a training contract.

There is also a potential opportunity to be seconded to one of our clients where you will gain industry specific experience while being supported by both the client's and our Training Principal.

We will also train you in drafting; negotiation; legal and court procedures; advocacy; and case and transaction management.

Guidance around client care and practice support; research and communication; and on managing your work efficiently will also be given.

Routes to a training contract



*4 seats

Commercial (music, sport, advertising, interactive entertainment, intellectual property, publishing, broadcasting, theatre, film and television)

Company and Commercial

Employment

Family

Litigation

- Intellectual Property
- Commercial Litigation
- Media & Information Group

Private Client and Tax

Property

Our process

Once we have received and reviewed all the applications, shortlisted candidates will be asked to take part in a three-stage recruitment process, which takes between two to three weeks from start to finish.

Stage 1 interview with a member from the HR team and a Senior Associate.

Stage 2 complete an online aptitude test.

Stage 3 final stage interview with the Training Principal and the Director of HR.

How to apply

The online application process for 2020 & 2021 training contracts will open from 1 March to 31 May 2019. To apply please visit our website: www.harbottle.com

Further information

If you have any further questions or queries, you can contact HR Advisor Lisa Lacuna or HR Administrator Natasha Marshall via email: Graduate.Recruitment@harbottle.com

Support



Throughout your time with us you'll get support from a Trainee Supervisor who is responsible for overseeing your day-to-day work, training and development in each seat. They will ensure you're getting the right quality and variety of work across all the different aspects of the department you're working in.

You will also be formally appraised by the Trainee Supervisor at the middle and end of each seat to review your overall performance, assess the development of your skills and to plan future training. In addition you will meet regularly with the Training Principal who will monitor your training and general progress.

To help you get settled in your first six months you will also be matched with a 'buddy'. They will act as a point of contact for general queries and will offer you advice and guidance.

Q&A with Caitlin McGivern, fourth seat trainee



What's it like working at Harbottle & Lewis?

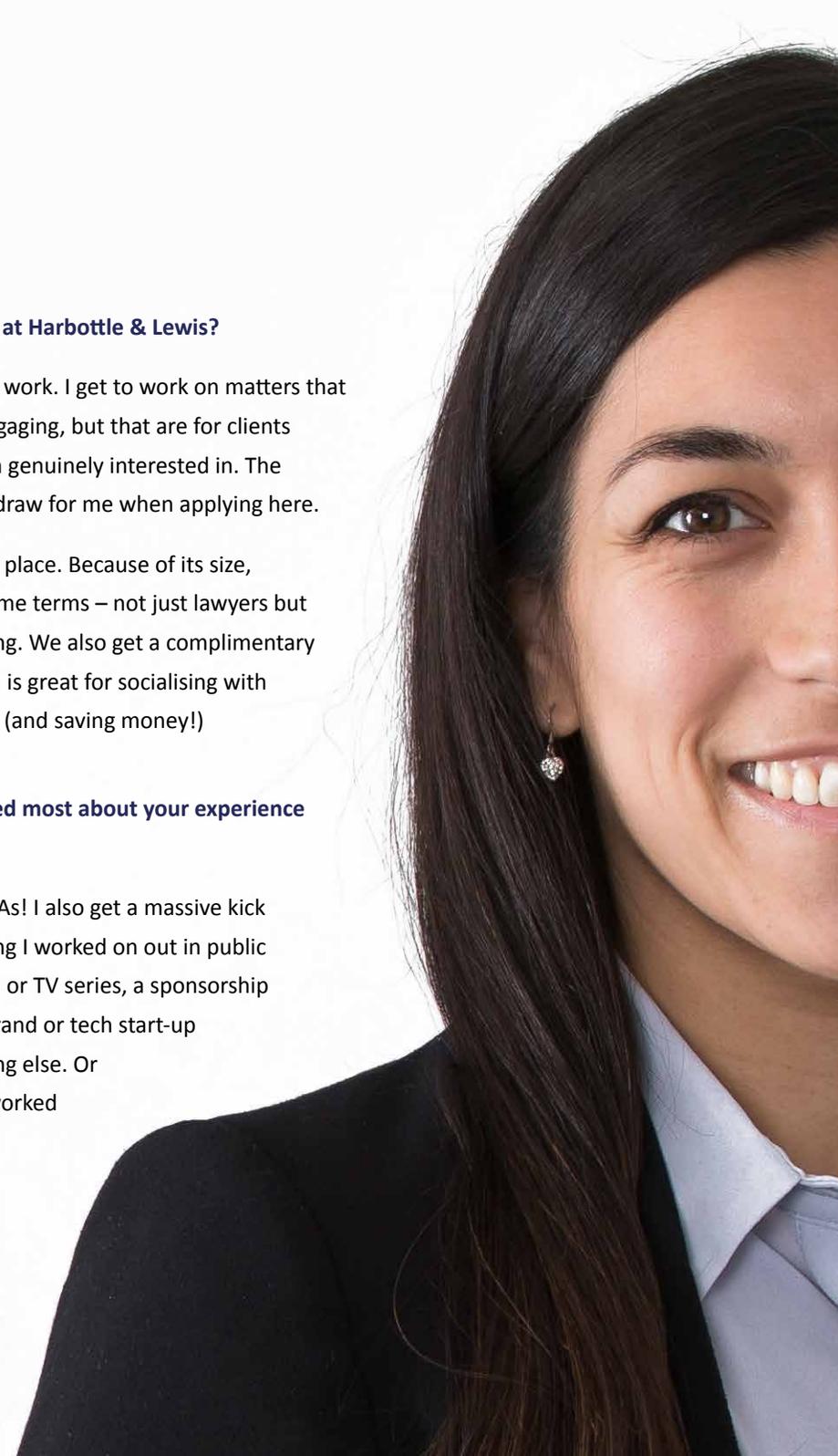
It's a fantastic place to work. I get to work on matters that are not only legally engaging, but that are for clients whose businesses I am genuinely interested in. The client base was a real draw for me when applying here.

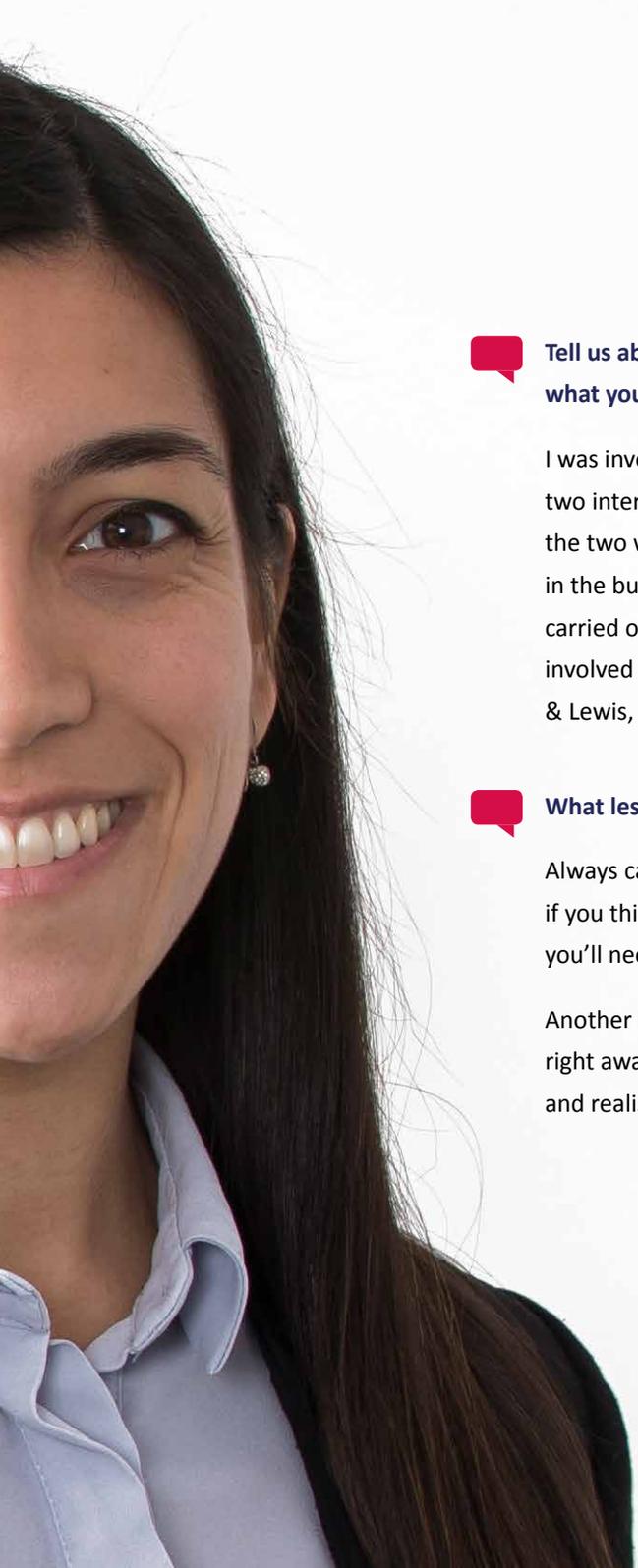
It's also a very friendly place. Because of its size, everyone is on first name terms – not just lawyers but everyone in the building. We also get a complimentary lunch every day, which is great for socialising with people across the firm (and saving money!)



What have you enjoyed most about your experience so far?

I got to go to the BAFTAs! I also get a massive kick out of seeing something I worked on out in public – whether that's a film or TV series, a sponsorship campaign, a fashion brand or tech start-up launching, or something else. Or not seeing it, when I worked in our defamation and privacy group...





Tell us about an interesting matter you've worked on and what you were responsible for.

I was involved in a long-running commercial dispute between two international parties. I helped prepare for, and attended, the two week arbitration. As a trainee you do get involved in the bundling side of things, which is inevitable, but I also carried out legal research and even some drafting work. I was involved in strategy discussions with solicitors from Harbottle & Lewis, the QC and the client. It was a great experience.

What lessons have you learnt from your experience?

Always carry a notebook! It's worth writing things down even if you think you'll remember, because you never know when you'll need to refer back to the nuances and finer details.

Another lesson is if you're not sure about something, ask right away. You don't want to be halfway through a task and realise you're not clear on something important.

What's the best piece of advice anyone has ever given you?

You can learn something from everyone and every experience – don't dismiss anything.

What do you do in your spare time?

It's such a cliché, but I love to travel. I basically spend all my money on trips, but it's completely worth it. I'm also working my way through going to every tube station in London – it's a great way to see some unexpectedly nice parts of the city and some less nice parts...

Rewards and benefits



Our collegiate culture is reflected in the Firm-wide employee benefits. These include a daily free lunch and the extremely popular Wellness programme, with weekly yoga, meditation and fitness classes.

You will also receive 25 days holiday in your first year with the Firm, increasing to 26 days on your first anniversary.

We also continue to invest in our employees and their career development, which is hugely important to us. We support and encourage career development and achievements through a programme of structured conversations and goal-setting to encourage higher levels of satisfaction and greater personal performances.



Group Life
Assurance cover



Group Private Medical
Insurance scheme



Employer pension contribution
equivalent to 5% of salary



Free use of the
lunchroom facilities



Employee Assistance
Programme



Interest free season
ticket loan



Study
sponsorship



Cycle
scheme



Wellbeing
programme



I started at the Firm as a trainee and I've now qualified into the Private Capital department. What I enjoy most about my role is the diversity of the work and the challenges that brings. I'm also passionate about fashion – something the Firm recognises – so I work closely with the Retail & Fashion sector group.

May Delaney, Associate



CSR



As a Firm, we take Corporate Social Responsibility (CSR) seriously and we have renewed our commitment to our volunteering and charitable activities.

On top of this, all employees are allowed one day a year out of the office to spend on voluntary work with charities or other not for profit organisations.

We encourage all our employees to take part in our CSR programme, which covers a broad range of volunteering options.

One of the opportunities our employees have become involved with is working with Smartworks, Suited and Booted and Dressed for Success, which are charities supporting people seeking employment. They offer opportunities to assist individuals with CV preparation and review, interview coaching and dress advice.

We have also generously donated to the Spitalfields Crypt Trust, which supports homeless people and recovering addicts.

The Anna Freud Centre, which is a children's charity dedicated to providing training and support for child mental health services, is our Charity of the Year for 2018.

Our trainees lead our Charity of the Year programme, which adds greatly to the Firm's sense of community.

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Throughout my time with Harbottle & Lewis, I've been given a huge amount of responsibility in all the departments I've worked in. I've worked on high profile deals and partners do really place a high level of trust in you. I'm also on the social committee so I help the Firm arrange any charitable or social activities, which is a great way to get to know colleagues across all departments.

Katerina Capras, Trainee

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Awards and accolades



Legal Business Awards, Management Partner of the Year

Spear's Wealth Management Awards 2017, Outstanding Achievement Award

Legal Business Awards, shortlisted: Private Client Team of the Year; TMT Team of the Year

Law Society Excellence Awards 2018, Law Firm of the Year, shortlisted

Spear's Tax & Trust Advisers Index 2018

Spear's Reputation Management Lawyers 2018 Index (top 10)

Spears' Family Lawyers 2017 & 2018 (top 10)

Citywealth Leaders List

Citywealth 2017 Future Leaders Top 100

eprivateclient Top 35 Under 35 2017 & 2018

Chambers Global 2018, Intellectual Property

IP Stars 2018: tier 1 firm for Copyright law

IP Stars 2018, top UK trade mark lawyers

World Trademark Review 1000, 2018 – leading individual

UK Best Lawyers list for 2018

The Legal 500 Hall of Fame 2018

Top rankings in Chambers High Net Worth (HNW) 2018

IP Stars 2018, Rising Stars

British Legal Awards 2018, UK Law Firm of the Year, shortlisted

Chambers High Net Worth awards 2018, Emerging Practice, shortlisted

www.harbottle.com