SLAUGHTER AND MAY

Legal Operations Training Programme

A graduate scheme

Commencing September 2023

The Slaughter and May way

Great things in business are never done by one person. They're done by a team of great people. And we're always doing great things.

Slaughter and May is a leading international law firm, recognised throughout the business community for its exceptional legal service, commercial awareness and commitment to clients. With more FTSE 100 clients than any other law firm, our impressive and diverse client roster ranges from conglomerates and governments to retails giants and Premiership football clubs. The Slaughter and May name is synonymous with quality because we provide those clients with a professional service of the very highest calibre by combining the technical excellence of our people with advanced legal technology and a unique sense of perspective derived from our 133 year history.

The opportunity

We are looking to recruit talented individuals to join our legal operations teams in September 2023.

The Legal Operations Training Programme is a two-year graduate programme designed to give you a thorough understanding of the key components of Slaughter and May's legal operations teams including disciplines such as innovation, legal project management, business intelligence and pricing, and responsible business. 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'll work with some of the most astute practitioners in professional services, who'll challenge and stimulate you to be your best.

How it works

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, business intelligence and pricing, and responsible business.

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 business skills essential to succeed in today's legal operations environment.

You will also 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 screen-to-screen and face-to-face and discuss any particular learning and development needs you might have.

What we look for

In order to join this programme, you'll need to be a graduate or final year university student with three good A levels (or equivalent) and a 2:1 degree (or equivalent work experience).

In the same vein, because we aim to employ the brightest minds regardless of what or where they have studied, things like background, race, colour, ethnic and national origin, gender, sexual orientation, marital status, disability, religious beliefs and age are all irrelevant to our application process.

We're looking to hire people who can demonstrate a passion for legal operations innovation, along with a genuine enthusiasm to join our team, a creative and analytical mind and the confidence to bring their individuality and talent to our offering.

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 different 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.

Does this sound like you?

How to apply

The process couldn't be simpler; in order to apply you will need to complete the application form before Friday 13 January 2023. The application includes two thought provoking questions for you to answer and you will also need to attach your CV. We'll also ask you to complete a voluntary diversity and equality questionnaire, because we truly believe that with diversity comes strength.

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.

We use the Rare Contextual Recruitment System which helps us identify high-potential candidates by putting applicants' grades and achievements in the context of their social and educational background.

We will wait until we have received all applications before we invite successful candidates to the next stage. Applications will be screened by HR and the legal operations teams. Those invited to assessment centres will be asked to complete a range of online assessments testing your Microsoft Word, PPT and Excel skills ahead of the assessment centre in March 2023. We will then host assessment centres on 7 March 2023 and 8 March 2023.

If we offer you a place on the Legal Operations Graduate Programme, you will be expected to regularly work from our London-based headquarters as well as from home from September 2023.

For more information on the Slaughter and May Legal Operations Graduate Programme, including a brochure about the scheme, follow this hyperlink.