

## Job Opportunity

Title: Talent Acquisition Administrator

Department: People (HR)

Reporting to: Head of Talent Acquisition

fladgate



Fladgate is a leading UK-based law firm focused across the Corporate, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £88m with over 400 people, all operating from a single office based in Covent Garden, London.

## Role Specification

This is a fantastic opportunity to join a close-knit, friendly, and supportive department, supporting the Talent Acquisition team with lateral hiring, early careers and candidate onboarding.

The People Department (which encompasses HR Operations, Talent Acquisition and Early Careers) is led by the Chief People Officer and consists of a Head of Talent Acquisition, a Head of People, a Senior Culture and Inclusion Manager, a Reward and Benefits Manager, two People Managers, a People Advisor, a Talent Acquisition Advisor, an Early Careers Advisor, two People Administrators, a Payroll Administrator, in addition to this vacant position.

As the People team grows, our aim is to recruit astute, motivated, and enthusiastic individuals who provide an excellent level of customer service to internal stakeholders, as well as representing the Fladgate brand externally.

This is a highly visible position within the team, often acting as a first point of contact for internal and external enquiries and requires strong interpersonal skills as well as an eye for detail and a proactive work ethic.

We offer exceptional training and career development, as well as the opportunity to learn from some of the best in the business.

Our people are at the heart of everything we do. The talent, dedication and passion of Fladgate employees is what drives us to achieve excellence.

Nicola Thomas, Head of Talent Acquisition

## Key Responsibilities

As a Talent Acquisition Administrator in the People department, your role will predominantly provide administrative support to the Talent Acquisition team as well as (on occasion) the wider department. You will take a proactive approach in the coordination of the recruitment process for lateral hires and the onboarding of all new joiners to the firm, and will assist the Early Careers Advisor with graduate and apprenticeship recruitment during peak times.

Responsibilities will include:

- Assist the Head of Talent Acquisition and Talent Acquisition Advisor with administrative tasks relating to Partner, Associate and Business Services hires, such as interview arrangements, room bookings and liaising with agencies or direct candidates;
- Assist in creating or updating job descriptions for job advertising;
- Manage and maintain the recruitment inbox and deal with general recruitment enquiries both externally and from staff and Partners;
- General filing of recruitment related documents such as agency terms and conditions and invoices;
- Create personnel files and draft offers of employment for the Talent Acquisition Advisor and Head of Talent Acquisition and send out offer documentation to new joiners via DocuSign;
- Work closely with the People Administrator to manage the onboarding process for new joiners and assist with firmwide inductions where required;
- Assist the Early Careers Advisor in administrative tasks relating to the solicitor apprenticeship and graduate recruitment process, including room bookings, diary management and internal communications;
- Take an active involvement in the arrangement and facilitation of assessment days, vacation schemes and work experience programmes;
- Carry out research, ad hoc tasks and or project work where needed.

## Person Specification

The ideal candidate will have:

- Strong academics;
- Previous administrative experience within HR / Recruitment would be ideal, however, experience working within a professional office environment is essential;
- Proficient working knowledge of Microsoft Office;
- A team player with the ability to forge strong peer group and stakeholder relationships across the firm;
- A professional, willing and 'can do' attitude;
- A flexible approach to office based and hybrid working; recognizing that at peak times there may be a need to be physically present in the office up to 5 days per week;
- Highly accurate and with a keen attention to detail in all areas of work;
- Excellent planning and organisational skills;
- Demonstrates initiative and takes ownership of work;
- Good time management skills, and a proven ability to multi-task;
- Calm, confident and resilient;
- Excellent verbal and written communication skills.

You will be a confident communicator with a positive work ethic and the ability to build credible relationships with clients both internal and external. We are looking for an individual who presents themselves with professionalism and polish, who will inspire the confidence of clients and colleagues.



# Benefits



We reward our staff for their continued commitment to the success of this Firm with a comprehensive range of benefits. Fladgate have also adopted a hybrid model of both office- based and home working which is a discretionary benefit depending on the role and responsibilities.

On joining	<ul style="list-style-type: none"> <li>• Life assurance scheme – 5x annual salary (non-contributory)</li> <li>• Annual holiday entitlement – 26 days per calendar year (full time)</li> <li>• Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees)</li> <li>• Recruitment (staff introduction) bonus – £1,000 - 5,000</li> <li>• Personal training/yoga – free weekly sessions</li> <li>• Free online GP service – 24/7 video GP consultations</li> <li>• Yoga and physical training sessions</li> <li>• Hybrid working allowance</li> <li>• Everyday lifestyle savings via Vivup</li> <li>• IHG hotels discounts</li> </ul>
After 2 months	<ul style="list-style-type: none"> <li>• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled)</li> <li>• Processed via salary sacrifice 50% of employer NI savings added to contribution</li> </ul>
After 3 months	<ul style="list-style-type: none"> <li>• Group income protection</li> <li>• Season ticket interest free loan</li> <li>• Private Dental Plan – payable through monthly payroll</li> <li>• Gymflex scheme</li> <li>• Eye test vouchers – every two years</li> <li>• Cycle to Work scheme</li> </ul>
After 6 months	<ul style="list-style-type: none"> <li>• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid</li> <li>• Marriage/Civil Partnership gift</li> <li>• Private Medical Insurance Scheme</li> </ul>

At Fladgate, we recognise the importance of an agile approach, not only in the way we work with our clients, but our employees also. Hybrid working at Fladgate varies depending on your role and responsibilities. As a general rule, for those who can work from home and have roles compatible with home working, we operate a hybrid pattern of two days remote working and three days office based.

## Family Friendly Policies

### Our aim

To create a culture where our people can thrive and feel supported at work. As such, the Firm's approach to parental leave is designed to ensure that anyone who is a parent or is expecting to be a parent has a positive experience prior to parental leave, during their parental leave and upon their return to work whichever type of leave they decide to take.

### Our parental leave policies cover:



#### Maternity

We offer both statutory maternity pay (SMP) and enhanced maternity pay (EMP), subject to eligibility. If eligible, EMP provides 100% of your salary in weeks 1-20 and 50% of your salary in weeks 21-32. Weeks 33-39 are at the government set rate (or 90% of salary, whichever is lower).

**Paternity** – The firm offer an Enhanced Paternity Pay (EPP) scheme. We offer up to 6 weeks paid paternity leave. This includes 2 weeks Ordinary Paternity Leave (OPL) and, subject to one year's continuous service, a further 4 weeks EPP - all paid at full basic salary.



#### Shared Parental Leave (SPL) – SPL

allows parents to take up to 50 weeks' shared leave in total, following the birth or adoption of a child.



#### Adoption and Surrogacy

Full details can be found in our staff handbook, which will be provided upon offer of employment.



**Ordinary Parental Leave** – Allowing up to 26 weeks unpaid leave for employees who have parental responsibility for a child / children.

\*further details of our family friendly policies can be found in the Staff Handbook

## Inclusion & Diversity

### Our focus

We know that to achieve our inclusion and diversity objectives we need to focus on a number of areas:

**Developing a diverse leadership** – We have a mix of different ethnicity and genders on our leadership groups. We are working hard to improve the gender balance of our partner team and we are striving for 30% female representation by 2025.

**Attracting a diverse workforce** – This means adopting a properly personal approach when connecting with those interested in joining our team including: ensuring fairness in our processes; working with those, like recruiters, who help us in this; a commitment that you will always meet male and female talent in our recruitment interviews.

**Engaging with everyone** in our team to ensure they are heard, supported and understood. Encourage everyone to develop their own voice in shaping our culture, their future and our service to clients. That might be working flexibly or that might be a specific career programme - everyone needs different things at different times.

[I&D at Fladgate](#) →

As the I&D Partner Lead of the Firm, I am acutely aware that our vision and values are built around the word 'personal'. We are a people business dependent on brilliant client relationships. Inclusion and diversity objectives are therefore not 'soft' business aspirations, they are fundamental to our success.

Helen Curtis-Goulding  
I&D Partner Lead



## Wellbeing

The Firm recognises the importance of the health and wellbeing of all our people and that it can play a part in promoting an environment which allows everyone to flourish and reach their full potential.



### Physical Health

- Optional dental insurance
- Eye care vouchers
- Flu jab vouchers
- Weekly personal (group) training or yoga sessions
- Gym membership and fitness activity discounts
- Cycle to work scheme
- Menopause care via Stella app
- Bupa private medical insurance (optional benefit to join after six months' service)



### Financial Health

- Group personal pension and group income protection scheme
- Life assurance (5x annual salary) scheme
- Season ticket loans
- Fee-earner bonus scheme
- Client introduction bonus scheme
- Recruitment bonus
- Access to everyday lifestyle discounts, via the Vivup app
- Financial management workshops inc. mortgage and pension management



### Mental Health

- Employee Assistance Programme (EAP), available 24/7 and 365 days a year
- Counselling and CBT sessions available via the EAP
- Annual holiday entitlement and flexible holiday scheme, with the opportunity to buy up to an additional weeks' holiday
- Resilience and stress management training
- Mental health awareness talks and training sessions
- The option to mix office-based and home working as a regular pattern of your working week



### Social & CSR

- Sports and social events, organised by our Sports & Social Committee throughout the year inc. summer and winter parties, bowling nights and quizzes
- CSR committee and fundraising activities
- Flexible working policy
- Loyalty holiday bonus, rewarding long service
- PRIME work experience opportunities
- Student mentoring for LPC and GDL students at the University of Law

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