

# The opportunity for you

## **Executive summary**

This role will sit within the Risk Management team based in London. The team supports the UK business and some of the firm's international offices.

We are seeking a Risk Lawyer to join the team and assist the Senior Risk Lawyers with claims and complaints as well as a wide range of risk and compliance related issues. This role will suit someone with a litigation background. A candidate with some general compliance experience would be an advantage but not a prerequisite as training will be provided.

## Key responsibilities

- Assisting the Senior Risk Lawyer who works primarily on the firm's insurance programmes and related claim and complaints with:-
  - Notification, management and reporting of claims and liaising with the firm's insurers and brokers;
  - Renewals of the firm's insurances, including professional indemnity, cyber, management liability and general insurances;
  - Investigating and responding to client complaints.
- Assisting with regulatory queries sent to the firm's risk management inbox;
- Conducting research, particularly in relation to the firm's obligations under the SRA's Standards and Regulations;
- Drafting risk related documents and policies and internal updates;
- Assisting with training on a broad range of risk topics but with a focus on claims and complaints;
- Helping to maintain all risk related registers and schedules;
- Assisting with outgoing or incoming file transfers as partners leave and join the firm; and assisting lawyers with requests for the delivery up of files and papers.

#### Job title

Risk Lawyer

#### Recruiting manager

Director of Risk

#### **Department**

Risk

#### **Working hours**

Monday to Friday (09:30 – 17:30)

Working at least 3 days a week from our offices.

#### Location

London

#### Perm/FTC

Permanent

#### Salary

Competitive

#### Working pattern

Taylor Wessing supports agile working, and the Talent Acquisition team would happily have conversations with potential candidates about how we could support agile or flexible working needs.

# The opportunity for you

## Knowledge, skills & experience

- At least 2 years pqe with a focus on litigation. Knowledge of and experience in professional negligence
  would be an advantage. A broad range of skills required including the ability to analyse and advise on
  claims as well as assisting with collating and reviewing documents, preparing chronologies, preparing
  bundles, note taking and carrying out legal research.
- · Excellent communication skills and ability to build trust within the business and the team.
- Practical and able to provide clearly thought out, pragmatic and creative solutions.
- Able to remain calm and professional when working under pressure.
- · Team- oriented and willing to assist others in the team when necessary.
- Understands own limitations and able to ask for support.

# **About us**

# Taylor Wessing is a global law firm that serves the world's most innovative people and businesses.

Deeply embedded within our sectors, we work closely together with our clients to crack complex problems, enabling ideas and aspirations to thrive. Together we challenge expectation and create extraordinary results. By shaping the conversation in our sectors, we enable our clients to unlock growth, protect innovation and accelerate ambition.

#### **Our UK sector focus**



Technology, Media & Communications



**Private Wealth** 



Real Estate, Infrastructure & Energy



Life Sciences & Healthcare

### Our areas of expertise

- Banking & Finance
- Brands & Advertising
- Commercial & Consumer Contracts
- Competition, EU & Trade
- Copyright & Media Law
- Corporate Crime & Compliance
- Corporate/M&A & Capital Markets

- Data Protection & Cyber
- Disputes & Investigations
- Employment, Pensions& Mobility
- Environmental, Planning & Regulatory
- Financial Services Regulation
- Information Technology
- Patents & Innovation

- Private Client
- Private Equity
- Projects, Energy & Infrastructure
- Real Estate & Construction
- Restructuring & Insolvency
- Tax
- Venture Capital

# Challenge expectation, together

With our team based across Europe, the Middle East, US and Asia, we work with clients wherever they want to do business. We blend the best of local commercial, industry and cultural knowledge with international experience to provide proactive, integrated solutions across the full range of service areas.

1200+ lawyers | 300+ partners | 28 offices | 17 jurisdictions

# **About us**

# The way we work

At Taylor Wessing, we never settle for average. We're creative thinkers, problem solvers and continuous learners who excel at what we do and believe our best work is still ahead of us. We are a firm that's large enough for you to achieve your ambitions, but connected enough to be a true community.

You are joining an inclusive culture that allows you to be yourself and balance your work and home commitments. You'll gain access to high-end technology, agile processes and the trust to deliver your best work in a flexible way whilst spending the balance of your time with colleagues in our offices.

## Employee development and career progression

We recognise that our business services professionals are integral to our success and are therefore dedicated to their career development. We offer comprehensive development plans designed to support the growth of our business services people in their respective roles. From technical training to softer skills, these plans are crafted to ensure that our people realise and reach their full professional potential, but also complement our firmwide strategic goals allowing both the firm and our people to flourish.

For a detailed look at these development opportunities and how they can support your career progression, please refer to our <u>Always Learning Brochure</u>. This document will provide an in-depth view of our commitment to skill development and show you the support network available as you advance within Taylor Wessing.

# **About us**

# Investing in you | Tailored benefits

Your wellbeing is always our priority and we are proud to offer bold and progressive ways of working alongside an excellent range of benefits and perks designed to support you and your family.

## **Key benefits**

- 25 days' annual leave
- Life assurance
- Group personal pension– salary sacrifice
- Income protection
- In-house and digital GP services

# Health and wellness benefits

- Annual wellbeing allowance
- Private medical insurance (individual)
- Health assessments
- Dental insurance
- Critical illness insurance
- Flu vaccinations
- Eye tests
- Employee assistance programme
- GymFlex
- Counselling sessions

## Lifestyle benefits

- Enhanced family leave –
   after one
   year qualifying service,
   you are entitled to up to
   26 weeks leave full pay if
   you or your partner give
   birth or adopt a child
- Salary sacrifice electric car scheme (UK staff only)
- Cycle to work scheme
- Payroll giving
- Technology loan
- Health cash plan
- National Art Pass
- Financial wellbeing support
- Interest free season ticket loan
- Cloud Nine our subsidised restaurant and coffee bar (London only)

# **Our values**

## What we stand for

We are a community of independent thinkers, connected by our values and our drive to challenge expectation. Our values shape what we do and how we do it. We have built a team that reflects the firm's core values and which exemplifies inclusivity. To learn more, **click here**.



# Acting responsibly, together

We're committed to being a responsible business and taking accountability for our actions.

We have high ethical standards and take care of our people. We're reducing the footprint we leave in nature and engaging with our communities through cultural and charity work. Being a responsible business means we're active members of our broader society, of the legal community, and of our clients' sectors.

Whether it's building an inclusive workplace, reducing our waste or supporting the arts; we're actively working together to build a better business, and a more sustainable world.

Find out more about our responsible business initiatives online.

Read our latest impact report by clicking the link below.



# **Diversity & Inclusion**

## Mansfield Certification



We are proud to announce that we have achieved Mansfield Rule UK Certification Plus for the 2023–2024 period, reaffirming our dedication to diversity, equity, and inclusion within the legal sector.

We're committed to delivering an inclusive culture and a progressive environment where we empower all our people to lead, learn and grow. The Mansfield Rule keeps us and the wider legal profession accountable for achieving and surpassing these goals; over the last year alone the Mansfield Rule has helped us continue to focus on monitoring our recruitment and promotion activities, as well as improving the diversity of our firm.

We've seen tangible changes in our firm from championing diverse voices across all areas of our business, something we want to see continue to flourish in the years to come and with Mansfield as a key partner in building in an inclusive environment for all.

To read more about this fantastic achievement please click here

## **Inclusive Recruitment Charter**

Take a look at our new Inclusive Recruitment Charter...

The Charter builds on some of our great initiatives from the last year, like taking part in the 10,000 Black Interns programme, introducing mandatory inclusion training for all our people, and achieving Mansfield Certification Plus.

Learn more about our commitments to being a responsible business by clicking here

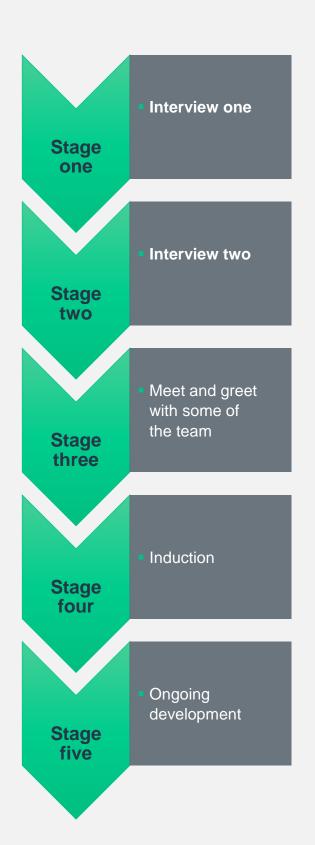
## Responsible Business Networks

We embrace individuality and bring diverse teams together, creating an inclusive work environment where all of our talent can flourish. Our inclusion programme has five priority areas, each with partner champions and network groups, in addition to other networks and societies that bring people together within the responsible business programme.

#### Our current networks include:

- Arts Society
- Balance in Business our gender balance network
- Cultural Diversity network
- equaliTW our LGBTQ+ network
- Family Matters network
- Social Mobility network
- Sustainability network
- Wellbeing network

# Your recruitment journey





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Please contact us if you require any adjustments to your application or our recruitment process.

# 2000+ people1200+ lawyers300+ partners28 offices17 jurisdictions

Argentina\* **Buenos Aires** Austria Klagenfurt | Vienna Brussels Belgium Brazil\* Belo Horizonte | Brasilia | Rio de Janeiro | São Paulo Chile\* Santiago de Chile Beijing | Hong Kong | Shanghai China Bogotá | Bogotá, main office Colombia\* Guanacaste | San José Costa Rica\* Czech Republic Brno | Prague

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**UAE** Dubai

Ukraine Kyiv

United Kingdom Cambridge | Liverpool | London

Uruguay\* Montevideo

USA New York | San Francisco

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