



Bevan Brittan

**Lawyers for the public,
private and third sectors**

TRAINEE PROGRAMME

Your first step onto the legal career
ladder should inspire you to climb higher

OUR MARKETS

We provide legal services in all these sectors

<u>Central Government</u>	<u>Energy</u>
<u>Housing</u>	<u>Independent Health</u>
<u>Infrastructure</u>	<u>Insurance</u>
<u>Local Authority</u>	<u>Manufacturing</u>
<u>NHS</u>	<u>Social Care</u>
<u>Waste</u>	

OUR SERVICES

We provide a broad range of legal services across the firm

<u>Charity Law</u>	<u>Criminal Negligence & Complaint Handling</u>	<u>Collective Actions</u>
<u>Competition Law</u>	<u>Construction & Engineering</u>	<u>Corporate & Commercial</u>
<u>Criminal Regulatory</u>	<u>Cybercrime</u>	<u>Employment, Pensions & Immigration</u>
<u>Finance & Treasury</u>	<u>Governance & Due Dilligence</u>	<u>Governance, Risk & Compliance</u>
<u>Health & Social Care Integration</u>	<u>Healthcare Regulation</u>	<u>Information Law</u>
<u>Insolvency & Asset Recovery</u>	<u>Insurance Disputes</u>	<u>Intellectual Property</u>
<u>Investigations & Inquiries</u>	<u>Medical Law</u>	<u>Procurement Challenges</u>
<u>Professional Regulatory</u>	<u>Property</u>	<u>Public & Administrative Law Disputes</u>
<u>Public Law</u>	<u>Reputation Management</u>	<u>State Aid</u>



OUR CLIENTS

We resolve difficult situations quickly, inexpensively, and with a careful eye on the wider implications.

"I'd recommend them to anyone looking for a comprehensive service in the social housing sector."

On Housing, Chambers 2017

"Bevan Brittan is almost the omniscient legal advisor within the NHS – they appear to be providing legal support to every aspect of NHS transformation and across every area of the NHS. No other Firm gets close - making them clear winners of this category."

**Health Investor Awards
2017 Winners**

"Held in high regard for its high-quality work including innovative alternative service delivery and joint venture negotiations, as well as governance matters."

**On Local Authority,
Chambers 2017**

"We get nice, no-nonsense, practical advice on what to do.... they're very commercial and they're sensible."

**On Employment,
Chambers 2017**

"The firm is outstanding."

The service provided is excellent as are all the staff. They can provide assistance on any query I have. Nothing is ever too much trouble for them."

WHY BEVAN BRITTAN?

At Bevan Brittan we are known for our first-class training contracts that provide new lawyers with the skills and the support that sets them up for a successful legal career.

Our trainee solicitors get a tailored training and development programme that gives them early exposure to real work for real clients. And this careful management of the learning process allows confidence to grow alongside experience.

Training Contract

- Four 6 month seats
- Choice across all our departments
- Buddy, mentor and supervisor
- Dedicated member of the HR team
- Tailored appraisal system

- Training and support throughout your career

GDL/LPC Sponsorship

- Fees paid for if you have not yet completed the GDL or LPC
- £5,000 bursary whilst you study

Career Development

- No formal hierarchy – open plan office where trainees often sit beside senior partners
- Over 20% of our partners trained at the firm
- Average retention rate of 70% over the last 5 years

Not all work

- Regular sports and social events
- Secondment opportunities
- Competitive reward package
- Various pro bono, volunteering and fundraising activities

OUR VALUES

COMMITMENT

PASSION FOR EXCELLENCE

INTEGRITY

PEOPLE CENTRIC

COLLGIALITY & TEAMWORK

CREATING VALUE

WHAT OUR TRAINEES SAY

Caitlin Foley,
2nd Year Trainee
Solicitor, Bristol



WHY BEVAN BRITTAN?

" I chose BB because of its client base. The interrelationship between the private and public sector in the delivery of public services is an area of huge change and has been over recent years, and as a result the work that the firm takes of is of huge currency and interest. I also found the firm's identity to be quite distinct, and as a result I felt quite confident about being able to fit in culturally. It is difficult to pinpoint that identity in words, but you get an instinctive feeling whether it will be right for you or not."

WHAT IS THE MOST INTERESTING CASE YOU HAVE WORKED ON?

" A particularly interesting commercial project I worked on was for a joint venture between a university and a council. The project was a smart city project where the joint venture was developing a digital network that could be utilised to test and develop technologies that can be used to resolve current and future challenges in cities. I met the client and drafted a long term partnership agreement. I was happy to contribute to such an innovative and socially valuable project."



Katie Harris,
2nd Year Trainee, Bristol

Deborah Pyzer,
2nd Year Trainee
Solicitor, London



" While working in the Clinical Risk department, I assisted with the defence of a high-value case in which the claimant, represented by his litigation friend, alleged mismanagement of his birth resulting in serious brain injury. After reviewing the medical files and expert reports, I had the opportunity to attend interviews with all of the defendant's witnesses and helped to draft witness statements on their behalf. I also fixed the date for trial at the Queen's Bench Division of the High Court, and prepared and filed witness summonses for the defendant's witnesses. Although it was distressing to hear about the claimant's injuries, it was interesting to hear the case from the clinicians' perspectives and be involved in the defence of such a high-value claim."

WHAT DO YOU ENJOY MOST ABOUT THE ROLE?

" In my current Employment team seat I am encouraged to take on a role with a high level of responsibility. This includes making first attempts at drafting grounds of resistance and witness statements in Employment Tribunal claims, producing advice notes, attending (potential) client networking events and speaking to clients to obtain information and instructions. There is a good balance between contentious work and producing advice notes, the latter involving research and analysis, which is ideal for 'hands on' experience and improving my knowledge in the area of law."



Emil Lliev,
2nd Year Trainee
Solicitor, London



A DAY IN THE LIFE...

RACHEL BECK, 2ND YEAR TRAINEE, BIRMINGHAM

8.10am: I arrive at my desk, dock my laptop and set my freshly brewed cup of fruit tea down while I set my voicemail for the day and review my overnight correspondence. I can see we have had an urgent instruction come in on a matter as there are a lot of exclamation marks in my inbox! I prioritise by opening these and seeing what my involvement in this instruction is going to be.



Once I have established what assistance is required, I quickly open my other emails and write out my daily list of things that need to be completed, making sure that at the top of my list is the new job that has come in. This is a series of research and drafting tasks to do with a large piece of health and safety advice. I get my research underway to try and establish the scope and likely turnaround of this piece of work before my supervisor arrives.



9.30am: My supervisor has arrived and settled down and we have a conversation in our pod (the great advantage of an open-plan office!) about the urgent research and drafting tasks she has set me. We discuss the timescale the work needs to be completed by. The advice is due on Friday and so I need to complete my research and drafting over the next day and a half to allow for time for checking, amending and sending to the client.



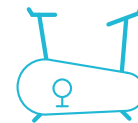
I have a number of other jobs in my inbox that are of similar deadlines and so we discuss how to manage my time effectively and reach each upcoming deadline.

9.50am: We have agreed a strategy for the work and I carry on with my research from this morning. Whenever something uncertain arises I just turn around and ask my supervisor for some clarification.

12.30pm: I take a break from my research work to complete a number of other tasks on my to-do list. I have a number of debt collection matters that require further work and so I draft a number of letters and chaser emails to be approved by a member of the team in preparation for sending them out in tonight's post.



1.00pm: It is summer but the weather is miserable so I decide to do a workout on the third floor with a couple of colleagues. It is a great opportunity to stretch my legs, relieve some stress and have a catch up with my friends in other departments!



2.00pm: Back to my research and drafting tasks. I feel I have exhausted the resources I have been asked to review and so I extend my search. No new information is coming through so it is time to consolidate the information I have gathered into an advice note. I review a similar-style piece of advice I have done previously and use this as a precedent style for my piece of advice.



3.45pm: All my draft emails and letters are back and have been approved with some very minor amends. I do this and make sure I get everything printed and ready to go for the post run at 4.30pm.

4.00pm: Time for our monthly social committee meeting which I have been a part of since the day I joined. It is only July but we are meeting with the Christmas party at the top of our agenda! Let's hope we can all agree on a fabulous venue.



4.30pm: The meeting was a success and now it is back to my drafting task. I will review and tweak with a fresh pair of eyes in the morning and raise any queries again with my supervisor.

5.45pm: I am done for the day, so I log off after checking there is nothing I have missed, and head for my train feeling pleased with what I have achieved in my day



WHAT WE LOOK FOR

In our firm, people succeed according to their merits. We believe in a people centric approach to business, and equality and fairness in the way we treat our employees, members, clients, suppliers and communities. We respect people for who they are, their skills and knowledge, their behaviours and the contribution they make as individuals, team members to the firm, to our clients and to our communities, and value this diversity.

We are looking for bright people with sound common sense and plenty of energy, who can think logically and clearly. You'll also need:

- **Academics:** a 2:1 degree in any discipline (or 3 years relevant, strong, commercial experience) and ABB at A-Level
- **Ability to work and relate well with others:** we are proud of our collegiate approach so an ability to work within a team is essential
- **Commitment:** we are looking for people who have a keen interest in the types of client we work for and the areas of law we practice.
- **Commercial awareness:** we are looking for practical, hands-on people who are able to adapt their legal knowledge to suit our client needs.
- **Common sense:** To help our clients solve problems effectively, you'll need strong technical knowledge and also the ability to be pragmatic and think commercially.
- **Drive and a willingness to take responsibility:** it's important to be well-motivated so you can meet challenges with resilience and overcome hurdles.
- **Passion for excellence:** we want to see people who are bright, capable and self-motivated, as well as passionate about what they do, how they do it, and who they do it for.

KEY INFORMATION

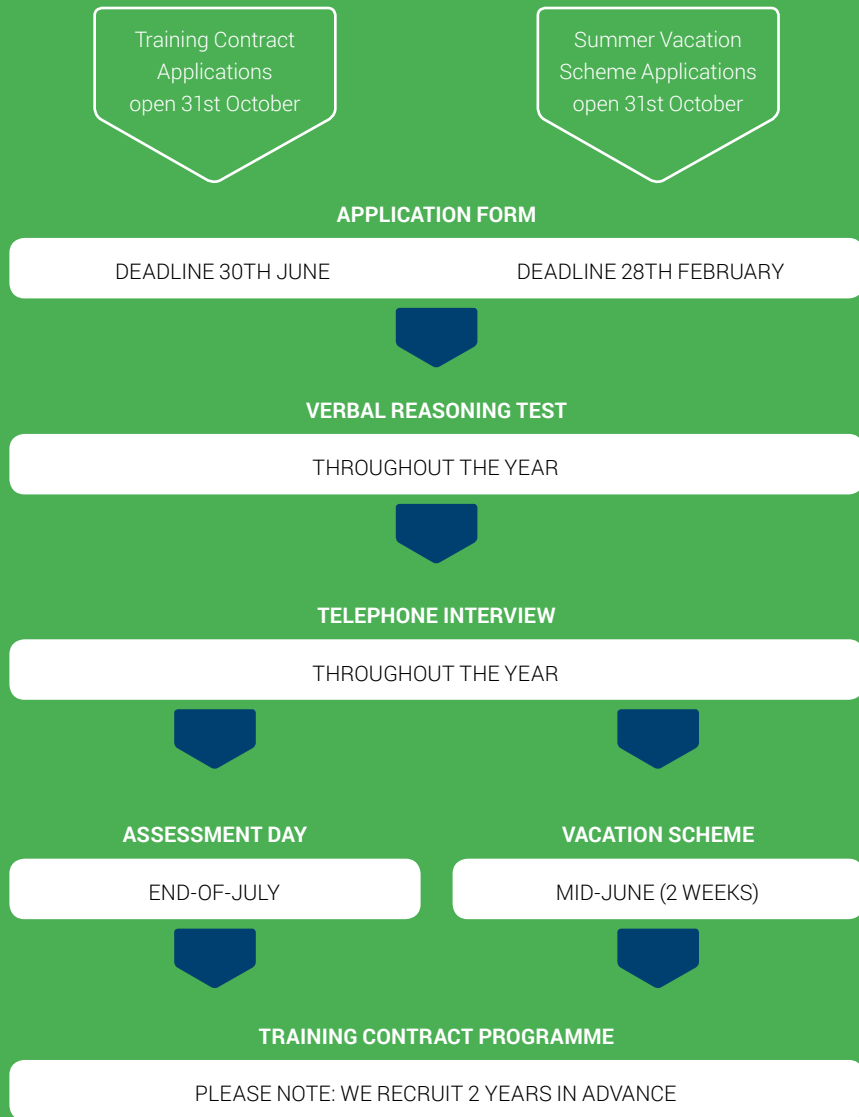
COMPANY STATS



BENEFITS

- Competitive starting salary
- GDL / LPC sponsorship (and maintenance bursary)
- 25 days annual leave (with the option to take up to an additional 5 days unpaid leave)
- Contributory Pension
- Private Medical Insurance
- A range of voluntary benefits including:
 - Season ticket loans
 - Childcare vouchers
 - Bike to work scheme

HOW TO APPLY



FAQS

Can I apply if I haven't studied law?

Yes. We welcome applications from non-law students

I didn't achieve the required academic results, can I still apply?

Yes. Whilst academics are important to us, we recognise that sometimes bright people do not achieve the grades they expected to. We are happy to consider your application, but please let us know about any mitigating circumstances.

Can I get feedback on my application?

Due to the volume of applications we receive, we cannot provide feedback at the application stage. If you attend an assessment centre, we will give you feedback over the phone.

Can I reapply if my application isn't successful?

If your application is unsuccessful at any stage, you will not be able to reapply in the same recruitment year. You are however able to reapply the following year.

How can I make my application form stand out?

Our successful candidates produce grammatically flawless application forms. Their answers are well researched and demonstrate a clear understanding of the firm and a passion for the type of work we do.

I graduated a few years ago; can I still apply?

Yes, we welcome applications from any candidates who can demonstrate the qualities we are looking for.

How many people do you recruit from your vacation scheme compared with the training contract application process?

How many candidates we take from each process varies year-on-year: there is no set quota. However, on average, we recruit around 60% from our vacation scheme.

Do trainees have a choice of where they sit?

Every effort is made in planning seat allocations to accommodate your preferences and career plans, whilst also taking into consideration the needs of the business and the experience the Solicitors Regulation Authority requires you to have upon qualification.

Do you specify which electives I take at law school?

No. We do not stipulate which electives you must study, however we do ask that you consider the areas of law we practice in when choosing your modules.





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