

Bevan Brittan 

## 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



Central Government



Energy



Housing



Independent Health



Infrastructure



Insurance



Local Authority



Manufacturing



NHS



Social Care



Waste



Financial Services

# Our Services

We provide a broad range of legal services across the firm

Charity Law

Criminal Negligence and Complaint Handling

Commercial Disputes and Collection Actions

Competition Law

Construction and Engineering

Corporate and Commercial

Criminal Regulatory

Cybercrime

Employment, Pensions and Immigration

Finance and Treasury

Governance and Due Dilligence

Governance, Risk and Compliance

Health and Social Care Integration

Healthcare Regulation

Information Law

Insolvency and Asset Recovery

Insurance Disputes

Intellectual Property

Investigations and Inquiries

Medical Law

Procurement Challenges

Professional Regulatory

Property

Public and Administrative Law Disputes

Public Law

Reputation Management

State Aid

## Our Clients

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

“

They are genuinely first class - their communication is great, they charge what they say they will and they keep the fee estimates clear, timely and transparent.

**On Local Government,  
Chambers 2019**

“

They are fully engaged in achieving the best practical outcome for their clients. They have excellent knowledge of the areas

**On administrative and Public Law  
Chambers 2019**

“

They are well connected and they provide a good level of technical ability to help us get transactions over the line.

**On Social Housing,  
Chambers 2019**

“

good strength in depth, good legal knowledge, and a pragmatic commercial approach.

**On Employment,  
Chambers 2019**

“

They have wide market knowledge and experience, as well as some of the best lawyers acting for both public and private sector clients, which gives them a breadth of vision that is not always evident in other firms.

**On Healthcare,  
Chambers 2019**

# 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

## 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
- 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

## Not all work

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

# Our Values



# What our trainees say

Some of our recently-qualified solicitors look back on their experiences as trainees.

## 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 on 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.



**Caitlin Foley**  
Solicitor  
Bristol

## 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,**  
Solicitor  
Bristol

“ 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.



**Deborah Pyzer**  
Solicitor  
London

## 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 Iliev,**  
Solicitor  
London

# A day in the life...



**Rachel Beck**, a recently-qualified solicitor in our Birmingham office remembers a typical day as a trainee.

**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.



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.

**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.

**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.



**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!



**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.

**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

**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

## Key Stats

FOUR OFFICES



Bristol | London  
Birmingham | Leeds



Law Society Diversity & Inclusion Charter members

20%

Of our partners started as Trainees

TIER 1

Ranked in Tier 1 in both legal directories (Chambers and Legal 500)



(OVER)  
450  
STAFF



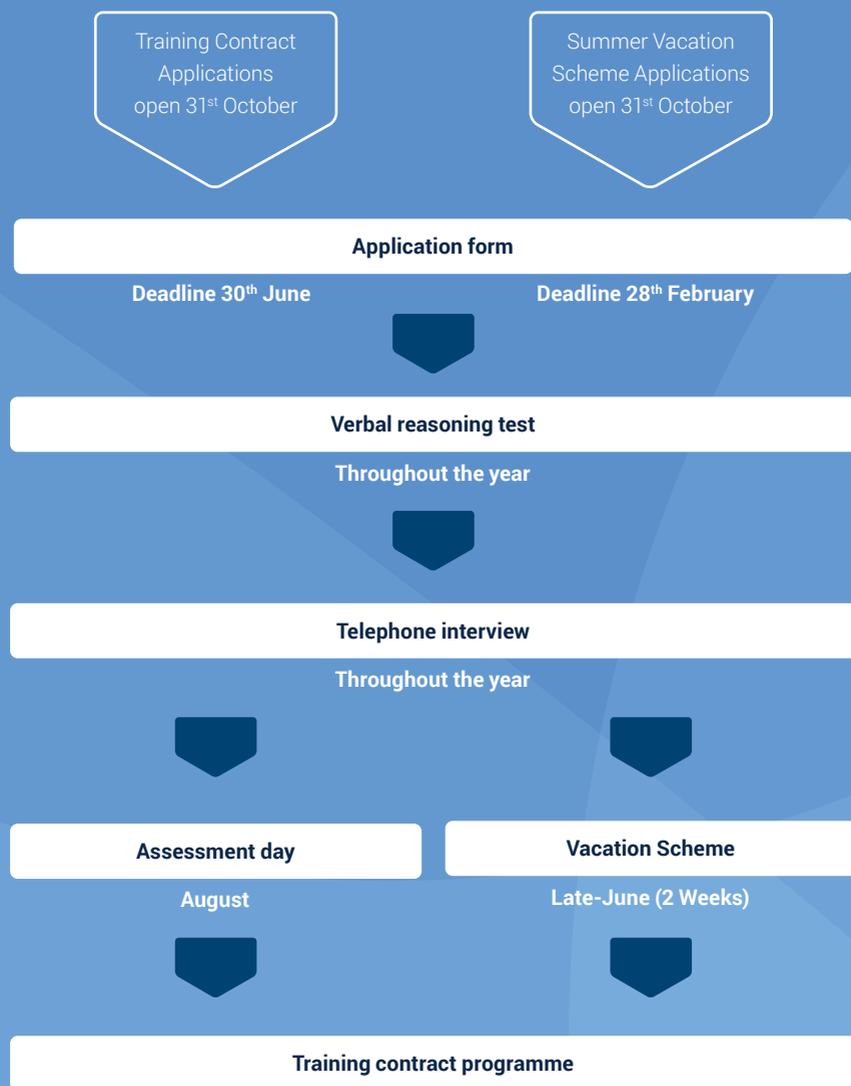
75\*  
PARTNERS

\*As at July 2019

## 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



# Frequently Asked Questions

## 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.

## **Birmingham**

Interchange Place  
Edmund Street  
Birmingham  
B3 2TA

## **Bristol**

Kings Orchard  
1 Queen Street  
Bristol  
BS2 0HQ

## **Leeds**

Toronto Square  
7th Floor  
Toronto Street  
Leeds  
LS1 2HJ

## **London**

Fleet Place House  
2 Fleet Place  
Holborn Viaduct  
London  
EC4M 7RF

Bevan Brittan is a limited liability partnership registered in England & Wales: Number OC309219. Registered office: Kings Orchard 1 Queen Street Bristol BS20HQ. A list of members is available from our offices in London, Leeds, Birmingham and Bristol and on our website (which has other regulatory information). Authorised and regulated by the Solicitors Regulation Authority: number 406315. Any reference to a partner in relation to Bevan Brittan LLP means a member, consultant or employee of the firm who is a lawyer.