

Job Opportunity

Title: Knowledge Lawyer (Private Client & Tax)

Department: Knowledge

Reporting to: Head of Knowledge

fladgate



Listed in The Times 'Best Law Firms', Fladgate is a leading UK-based law firm focused across the Corporate, Private Wealth, Dispute Resolution, Real Estate and Funds, Finance and Regulation practices. The firm has a turnover of approximately £100m with over 400 people, all operating from a single office based in Covent Garden, London.

Role Specification

This is a fantastic opportunity for a Knowledge Lawyer focused on private client and tax law to join Fladgate's recently formed Knowledge department during a period of growth and transformation. Reporting to the Head of Knowledge, you will lead the development of the Private Client & Tax (PC&T) department's knowledge and training capabilities and play a key role in its legal innovation capability. While the role will be primarily focused on supporting the department's Private Client team, you will also provide support across the wider PC&T department, which includes Family, Corporate Tax and Private Wealth Disputes teams. The role will help shape how the department, and the firm, uses AI, automation and other legal technology to improve the way we deliver excellent advice to clients and support our fee-earners.

You will focus on providing practical legal and technical support to the PC&T department; developing and maintaining high-quality precedents, know-how materials and research resources; monitoring legal, regulatory and market developments; designing and delivering training for lawyers at all levels; supporting thought leadership and business development; and helping design and implement legal technology, document automation and AI to improve knowledge sharing, efficiency and service delivery.

This is a high-impact, collaborative role, partnering with colleagues across Knowledge, Business Development, Technology and other fee-earning departments to develop the knowledge assets, tools and ways of working that enable excellent client service.

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

Know-how and Knowledge Management

- Develop and maintain the firm's knowledge content, including precedents, templates, know-how and best practice.
- Monitor legal, market and regulatory developments and provide timely updates to fee-earners.
- Provide internal legal support by assisting colleagues with practical and technical queries.
- Oversee Knowledge Paralegals and fee-earners that support knowledge development.
- Support the Head of Knowledge on initiatives, tools and products, including implementing our new knowledge management system, knowledge capture, deal debriefs, and ensuring teams have access to a comprehensive suite of relevant resources.
- Ensure PC&T knowledge resources are effectively organised, searchable, accessible and maintained across the firm's knowledge management platform.

Legal Training and Education

- Develop and manage the PC&T department's training programme.
- Conduct internal training sessions and briefings for fee-earners.
- Plan and organise internal training led by internal and external speakers.
- Help deliver training for trainees and solicitor apprentices.

Business Development and Client Services.

- Collaborate with fee-earners, Business Development and Marketing to produce client-facing alerts, publications, toolkits and other thought leadership materials, and support seminars and workshops on key practice areas and developments in law and practice.
- Prepare, coordinate and occasionally present client training on legal developments.
- Provide legal and market insights and prepare know-how materials to support pitches and business development.

Technology and Innovation

- Support the design, development and maintenance of automated legal documents, AI workflows and playbooks, ensuring accuracy, usability, and alignment with best practice.
- Act as a change champion and support the responsible adoption of our legal tech and AI solutions.
- Identify opportunities to leverage legal technology and AI to improve knowledge sharing, efficiency and service delivery.
- Collaborate with colleagues across Knowledge, Business Development, Technology and fee-earning departments on innovation projects and client-focused legal solutions.

Person Specification

- A solicitor qualified in England and Wales.
- An established private client Knowledge Lawyer or an experienced private client fee-earner with at least six years' PQE at a leading law firm who is looking to transition into a Knowledge Lawyer role.
- STEP qualification is desirable.
- Excellent drafting skills and the ability to distil complex legal issues into clear, practical guidance.
- Confident presenting to internal and external audiences, with the ability to gain credibility with lawyers at all levels.
- Excellent legal research skills and strong attention to detail.
- Strong project management and organisational skills, with the ability to manage multiple priorities and stakeholders and to work independently and proactively.
- A commercial and client-focused mindset, with the ability to identify opportunities for practice growth and innovation.
- A collaborative, inclusive and team-oriented approach, with the ability to build relationships across the firm and mentor colleagues where appropriate.
- A genuine interest in knowledge management, legal innovation, legal technology, AI, document automation and process improvement.



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Benefits



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	• Life assurance scheme – 5x annual salary (non-contributory) • Annual holiday entitlement – 26 days per calendar year (full time) • Flexible holiday scheme – buy up to five days extra holiday per annum (pro rata for part time employees) • Recruitment (staff introduction) bonus – £1,000 - 5,000 • Personal training/yoga – free weekly sessions • Free online GP service – 24/7 video GP consultations • Yoga and physical training sessions • Hybrid working allowance • Everyday lifestyle savings via Vivup • IHG hotels discounts
After 2 months	• Group personal pension plan matching employee contributions of 4% - 5% (automatically enrolled) • Processed via salary sacrifice 50% of employer NI savings added to contribution
After 3 months	• Group income protection • Season ticket interest free loan • Private Dental Plan – payable through monthly payroll • Gymflex scheme • Eye test vouchers – every two years • Cycle to Work scheme
After 6 months	• Private medical insurance (PMI) for employee cover is employer-paid, however additional family cover is employee-paid • Marriage/Civil Partnership gift • Private Medical Insurance Scheme

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 35% female representation by 2027.

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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