Job Opportunity

Title: People Administrator
Department: People (HR)
Reporting to: People Manager

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 to join a close-knit, friendly and supportive People team of 15 professionals, led by our Chief People Officer and Partner. The team covers the key areas of People Advisory, Talent Acquisition (including Early Careers), Learning & Development and Inclusion, Reward & Benefits and Payroll, working collaboratively to support the firm and its people.

As People Administrator, you will play an important role in delivering an efficient, professional and high-quality People service across the firm. Working closely with the wider People team, you will provide administrative support across the full employee lifecycle, ensuring processes are delivered accurately, consistently and in a timely manner.

You will be a key point of contact for employees and Partners, responding to queries, maintaining employee records and supporting a range of people processes, including onboarding and offboarding, payroll changes, performance and reward cycles, employee leave and compliance activities.

The role requires strong organisational skills, attention to detail, discretion when handling confidential information, and the ability to manage multiple priorities in a fast-paced environment. You will also contribute to People projects, reporting and continuous improvement initiatives, helping to ensure the effective delivery of the firm's People strategy.

> 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

- Work collaboratively with the counterpart People Administrator to: Provide administrative support across the full employee lifecycle, including onboarding, offboarding, induction, contractual changes, benefits administration, payroll changes, and employee leave.

- Support the People team in the delivery of key annual people processes, including performance reviews, salary and bonus reviews, talent mapping and succession planning activities.

- Respond to HR queries, providing a professional and responsive service to employees and Partners, escalating matters where appropriate.

- Monitor and manage the People Team inbox, responding to routine enquiries and directing more complex matters to the appropriate People team member.

- Provide administrative support for the probation review process, tracking completion and escalating performance concerns to the relevant People Advisor and People Manager where appropriate.

- Maintain accurate, up-to-date and confidential employee records within the Firm's HR systems, ensuring compliance with internal, GDPR and SRA requirements.

- Produce and contribute to HR reports and management information, including headcount, turnover, diversity and budget-related data, ensuring accuracy and attention to detail.

- Assist with the monthly payroll process by collating payroll information and processing employee changes in conjunction with the Payroll Administrator.

- Conduct ongoing compliance checks for individuals in high-risk roles and random spot checks of employees and Partners.

- Ensure employee data is retained and destroyed in accordance with the Firm's retention and destruction policies and GDPR requirements.

- Provide administrative support to the Head of People and wider People team, including correspondence, meeting coordination and project support as required.

- Carry out internal and external research to support People initiatives, projects and business requirements.

- Support lateral recruitment activity during peak periods, including interview scheduling, candidate communication and coordination of the recruitment process.

- Provide administrative support to the People Advisor for solicitor apprentice and trainee solicitor programmes and assist the Talent Acquisition team during busy periods on Early Careers recruitment activities.

- Assist with People projects and continuous improvement initiatives as required.

- Undertake any other duties commensurate with the level of the role.

Person Specification

The successful candidate will possess the following attributes:

- Educated to degree level or equivalent, or completion of a recognised apprenticeship.
- A minimum of six months' administrative experience, ideally within an HR or professional services environment.
- Demonstrable interest in Human Resources and a desire to develop a career within the profession.
- Strong interpersonal and communication skills, both written and verbal;
- Professional, proactive and service-oriented approach.
- Flexible, resilient and able to work effectively both independently and as part of a team.
- An organised, efficient and proactive approach to work, with a keen attention to detail.
- A calm, resilient and unflappable nature, with the ability to work under pressure, manage multiple priorities and work to tight deadlines.
- Ability to handle confidential information with discretion and integrity.
- Strong numeracy skills, with the ability to work accurately with people data, reports and payroll-related information.
- Strong IT skills, including Microsoft Office, and an interest in the evolving use of technology and AI.

This job description does not form part of your contract of employment and may reasonably be amended from time to time.



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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