



London Graduate Recruitment

Business Services Placement Year 2024

Who We Are

100+

Years of combined business acumen with a practical forward-looking, results-driven approach

15

Offices in the US, EU, Asia and the UK

143

Lawyers ranked in *Chambers USA, UK, Global, Europe, Latin America, Greater China Region, and Asia-Pacific*

130+

Lawyers who have held positions in U.S. and European governments, and international organisations

121

Fortune 250 companies that have chosen Arnold & Porter as outside counsel



| Introduction to Arnold & Porter

The success of any law firm is dependent on the talent and professionalism of both its lawyers and support staff. That is why we are committed to investing in the training and professional development of our business service staff.

We are looking for enthusiastic and talented penultimate year students from all backgrounds and cultures who share our commitment to excellence, want to be part of the continued growth of our London office and provide our clients with an excellent service.

This brochure provides you with all the details you need to work toward a Business Services Placement with Arnold & Porter, including information about the firm, experiences of past students and the all-important application details.



Kathleen Harris
Partner
Head of London Office



Ruth Ling
Director of Administration
London Office



London Office Business Services teams

Our staff play an essential role in our success as a firm. We have a dynamic team of staff who value and share the firm's long-standing commitment to professional excellence, the highest ethical standards, diversity, collegiality, and community service.



Information Technology & Security

The IT department provides modern solutions that help make routine tasks easier and more efficient for attorneys, staff and clients. We take pride in delivering excellent customer service and being available 24 hours a day, 7 days a week and 365 days a year. The IT Department is responsible for the safety and integrity of client data and compliance with applicable contractual obligations. We also provide modern communication tools including the latest audio visual technology for a robust video conferencing environment that allows seamless communication internally between staff and externally with our clients.



Accounting

The accounts team act as a hub for all the International offices, processing the daily transactions from invoices paid to vendors to invoices issued to clients with everything in between. We are responsible for making sure that the Finance operations outside of the US offer a seamless service to the firm.



Marketing

The Marketing Team has a broad mandate in support of the business objectives of the Firm. The Team oversees the following functions: business development, business intelligence, client relationship management, brand and content management, PR/media relations, internal communications and client events and Firm retreats.



Human Resources (HR)

The team comprises of HR expertise. We are responsible for the smooth running of the London Office and ensuring we adhere to SRA guidelines for compliance throughout the office as well as the appropriate Government guidelines and employment matters. The HR team run the Training and Trainee intake as well as recruiting for both Associates and our Professional support staff. All of our team have a wealth of experience both in law firms and professional firms and aim to be welcoming to our employees and help transition them throughout their career at Arnold and Porter.



DE&I Corporate Social Responsibility

The Corporate Social Responsibility & Diversity and Inclusion team are responsible for managing community and charitable partnerships including running work experience programmes and internships, implementing diversity and inclusion initiatives, promoting mental health and wellbeing activities, reducing our carbon footprint and encouraging more sustainable behaviors, and working the pro bono team to increase access to justice.



| Application Process

What We Are Recruiting For

Business Services Placement Student **(Please apply by 31 January 2024)**

The firm offers 2 places annually for the Business Services Placement Year. The scheme runs from the 2nd September 2024 – 29th August 2025. We are now taking applications for our September 2024 intake. If you are interested, please complete our online application form.

What do we look for?

You will need to demonstrate a genuine interest and passion for business services. We welcome those from a wide variety of disciplines and all degree backgrounds.

Candidates should be self-motivated and demonstrate their ability to get involved in a wide range of extracurricular activities outside studies, showing a good level of achievement in all areas. We value communication skills and look for evidence that you've worked in teams and taken on responsibility. We also want to get a sense of your enthusiasm, energy and commitment.

We review all applications we receive, and seek out individuals who can demonstrate insight into their experiences. Candidates will attend an assessment and interview with the director of administration, managing partner and a HR representative. The offer of a placement is conditional upon the provision of satisfactory references.

Salary and benefits

Salary: £25,000 per annum

Placement Students are entitled to 20 days of paid annual leave. Other benefits include participation in the firm's optical testing, private health insurance, private dental insurance, life assurance, and an interest-free travel season ticket loan.

ONLINE APPLICATION FORM: www.apply4law.com/apks

We do not accept any other form of application.



What It's Really Like as a London Placement Student

Many law firms, including ours, have a definite style of practice and work environment. We think ours is spirited, open, welcoming, and collegial. We encourage our staff to be themselves. Intelligence, originality, initiative, and independent judgment are highly respected.

The London office generally reflects the environment of the firm with its collegial and informal atmosphere, regular social gatherings, smart business-casual dress policy, team-based assignment policies, and a leading pro bono programme.

When you join us, you will be introduced to the firm through our training and induction programme. This includes information about the firm's practices and procedures and training in the use of our IT systems, library and online data sources.

During your placement you will have the opportunity to spend time in four, three-month seats – with IT and DE&I being split into 6 week rotations. The firm encourages individuals to work across departments, so you may find that whilst you are working in one group, you undertake work in a variety of different areas throughout the firm.

You will receive continuous support from your managers for the duration of the placement. You will also be given the opportunity to continue your development with 24/7 access to our e-learning system.

Four, three-month seats in:

- Information Technology (6weeks)
 - Marketing
 - HR/Admin
 - Finance and Accounting
 - Corporate Social Responsibility and Diversity (6weeks)
- 



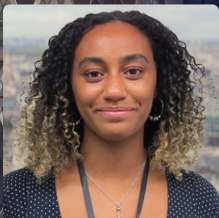
FAQ's answered by our Placement Students



Baffour Antwi
2022-2023 Business
Services Placement
Student

Are you impressed with the quality of the work?

Maya: The work we have undergone during our time at Arnold & Porter has been incredibly interesting and varied. Unlike other placements, you will have the unique opportunity to get involved with captivating projects across 5 different departments. We've been able to explore different aspects of the business world and expand our skillsets. One of the most rewarding aspects was the autonomy and trust placed in each of us, as we were given the responsibility to undertake projects independently, meaning we got a real feel for the work done in each department.



Maya Okorodudu
2022-2023 Business
Services Placement
Student

Do you feel supported during busier periods?

Baffour: Yes - you are encouraged to have regular 1 to 1s with your supervisor within which you can feedback on your workload and ask for any extra support you may need. We also have mid seat evaluations where you can ask your supervisor for more support or advice. These also serve as a time where you can give your own constructive feedback to your supervisor on what you would like to learn more of within your time to really ensure you're getting the most out of your year.



Chyan Peprah
2022-2023 Business
Services Placement
Student

Does Arnold & Porter hold regular socials and events?

Chyan: Absolutely! Arnold & Porter organizes multiple social events throughout the year including the weekly 'Garden room' gatherings on Thursdays which serves food and drinks, providing a great way to end the week and catch up with your colleagues. The seasonal Christmas and summer parties also allow for socializing beyond the weekly events. Additionally, the different affinity groups in the firm arrange their own gatherings, ensuring that everyone can engage in activities aligned with their personal interests. The regular events which are held contribute to the vibrant social culture within the office and provide diverse opportunities for colleagues to interact and connect.

What's day to day life like on the placement?

Chyan: In our experience, no day has been the same. Because unlike other placements you have the unique opportunity to work in 5 different departments, you find yourself learning and doing something new every day. Tasks can range from helping to organize an event in Marketing, to re-imaging laptops in IT.



What key skills have you learnt on your placement year that you will take into the working world?

Maya: Our placement has impacted us significantly both professionally and personally, both of which have equipped us with a large and diverse set of skills that we are excited to carry forward into the working world. Communication emerged as a key skill throughout the placement year. We gained communication skills while navigating the different sized teams and learned how to modify our communication styles for the differing levels of seniority we encountered throughout the firm. Additionally, the experience of working within diverse teams illustrated the value of collaboration and adaptability. We learned how to contribute effectively to ideas and goals set within each group. The IT rotation really highlights the need to find constant creative solutions as problems encountered may not always be a simple fix. The exposure of this enhanced my problem-solving skills, as we often faced challenges which required innovative solutions. Additionally, our attention to detail improved as we recognised the importance of delivering precise work. During the Marketing rotation, which included tasks like Directory submissions, we learned to liaise with UK lawyers and the US BD & Marketing team. This experience emphasised the need for accuracy when relaying information. During the year there was also the constant opportunity to develop a proactive approach and to take initiative. Lastly, networking and building professional relationships became a priority. Everyone at A&P has an open door policy, constantly willing to have a conversation with you, with this we were able to build a strong professional network, which I believe will play a key role in my continued career growth.

What steps did you have to go through to apply and do you have any application tips and tricks?

The application process consists of an application form, a written task and an interview.

For the application form, we would suggest focusing on articulating yourself clearly and concisely, ensuring that every sentence you write has value. Additionally, don't be discouraged if you feel like you don't have much work experience to talk about, any jobs, hobbies, achievements or experiences you have had in your life can provide valid transferable skills that are useful and therefore, relevant to mention in your application. This could be from a customer service job, a club you've participated in, or any roles you've undertaken at University.

For the interview ensure that you know your application inside out, so that you can provide further detail into what you've achieved so far and relate it back to why you would thrive in this placement. Most importantly, be yourself, be confident and show your enthusiasm, this is a chance for the firm to get to know you and also for you to get to know the firm.



More About Arnold & Porter

Arnold & Porter’s London office is home to globally renowned regulatory, dispute resolution, and transactional teams. These teams work seamlessly across the firm’s US and international offices, as well as a network of partner firms, to coordinate cross-border matters for our clients.

Many of our cases are multifaceted, needing strategic and collaborative problem solving. Our approach is different from so many other firms because we take a multidisciplinary approach across the industry sectors we serve and the issues we resolve.

Key Sectors

- Financial Services
- Life Sciences
- Private Equity
- Media and Technology (TMT)

Practices

- Antitrust/Competition
- Intellectual Property
- Corporate and Finance
- Commercial Litigation
- Data Privacy
- Debt Capital Markets
- Employment
- International Arbitration
- Life Sciences Regulatory (EU)
- Product Liability
- UK Enforcement and Dispute Resolution

Market Recognition

Our reputation in the legal market is evidenced by our track record in legal directories, league tables, and awards. Below are a selection of a few notable ones:

Chambers UK 2023

- Commercial and Corporate Litigation
- Financial Crime: Corporates
- International Arbitration: Investor-State Arbitration
- Life Sciences: Product Liability (Band 1)
- Life Sciences: Regulatory (Band 1)



Legal 500 UK 2023

- Corporate & Commercial: EU & Competition
- Corporate & Commercial: M&A: Lower Mid-Market Deals, £50M-£500M
- Corporate & Commercial: Venture Capital
- Crime, Fraud and Licensing: Fraud: White-Collar Crime (Advice to Individuals)
- Dispute Resolution: Commercial Litigation: Premium
- Dispute Resolution: Competition Litigation
- Dispute Resolution: International Arbitration
- Dispute Resolution: Public International Law
- Finance: Debt Capital Markets
- Human Resources: Employment: Employers
- Industry Focus: Life Sciences and Healthcare
- Insurance: Product Liability: Defendant
- Investment Fund Formation and Management: Hedge Funds
- Risk Advisory: Regulatory Investigations & Corporate Crime (Advice to Corporates)
- TMT: Intellectual Property: Patents (Contentious and Non-Contentious)



Top 10 UK Law firm for Probono, Law.com



Corporate Social Responsibility

As well as our commitment to Pro Bono, we are passionate about social mobility. Recognising that entering the profession can be difficult, especially for those from less privileged backgrounds, the firm was a founding member of the Social Mobility Business Partnership and a PRIME member. We also encourage our people to volunteer their time and skills for the charities we support and each year everyone is given one day a year of paid leave to volunteer in the community. In addition, employees are encouraged to fundraise for or donate to charities of their choice through the firm's matched funding and payroll giving schemes.

Diversity and inclusion are core values for Arnold & Porter. The London office is a vigorous supporter in every aspect to promote an inclusive, fair and ethical work place and we are committed to several initiatives to encourage and maintain Arnold & Porter's diverse community of professionals. The firm also offers internships through the 10000 Interns Foundation.

The Firm has several firmwide affinity groups.

- **APCares:** Supports parents and caregivers
- **APSoloAlliance:** Connects and supports those who are living alone or may feel isolated
- **ACCORD:** Attorney Community Championing Our Racial Diversity
 - o **BLAC:** Black Lawyers of ACCORD Caucus
- **PRIDE:** LGBTQ+ Group
- **VALOR:** Veterans and Affiliates Leadership Organization
- **WISE:** Women's Initiative for Success and Empowerment

These groups serve as support networks, help the firm identify strategies that support our diversity efforts and foster a stronger sense of community within the firm.

'The Firm has a long commitment to public service and the advancement of social justice. Through our pro bono programme and work in the local community we are proud of the contribution we make. We pride ourselves on having a welcoming and inclusive workplace, where everyone is comfortable being themselves.'

— *Kathleen Harris, head of the London office and co-chair of the firm's Anti-Corruption practice and member of the Firm's Diversity and Inclusion Committee*

'Throughout my time at Arnold & Porter I have been impressed by the firm's genuine commitment to diversity & inclusion. Being a member of the firm's Pride network has given me a fantastic opportunity to build relationships with members of the network across the firm's international offices and allowed me to give something back. I also mentor Law students from diverse backgrounds which I have found incredibly rewarding.'

— *Alastair Brown, Counsel, Antitrust*

Key Takeaways

Deadline for Business Services Placement Year

30 January 2024

Application Location

www.apply4law.com/apks

Contact Information

london.graduate.recruitment@arnoldporter.com

www.arnoldporter.com

020 7786 2962

Contact Us

Graduate Recruitment Team

Arnold & Porter

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020 7786 6100

Online Application

<https://apks.grad.allhires.com/app/>