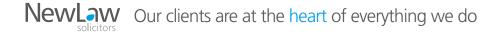




# Join Our Team



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# **Working for NewLaw Solicitors**

Our people are extremely important to us. We have a diverse workforce of over 500 talented people employed in a range of roles including solicitors, case managers, accountants and IT professionals – based at our offices in Cardiff, Bristol and Glasgow.

We offer a dynamic and inspiring workplace, interesting and varied work in a professional team who take pride in delivering high quality services to clients.

We take career development and progression seriously, aiming to ensure that all our people feel valued, are treated fairly and are supported to be the best they can be.

Our modern offices are all centrally located and easily accessible whether by car or public transport.



# Glasgow

7th Floor Delta House, 50 West Nile Street, Glasgow, G1 2NP

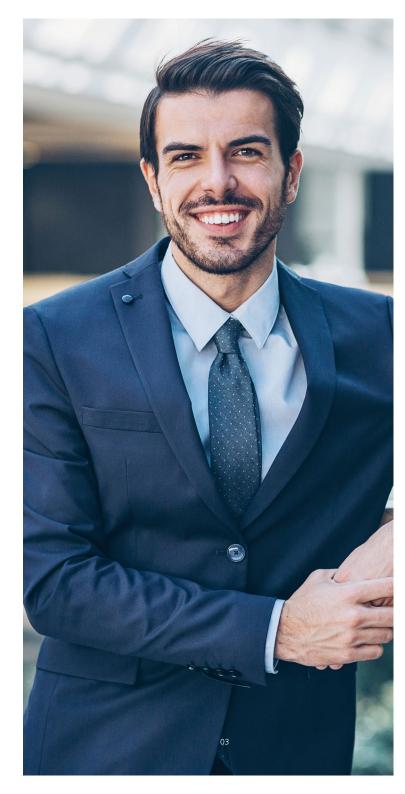
# Cardiff

Helmont House, Churchill Way, Cardiff, CF10 2HE

# Bristol

Second Floor, Tower Wharf, Cheese Lane, Bristol, BS2 OJJ





# **NewLaw at a Glance**





**Established** 

Launched 2004 A range of legal services



Quality

95% of our clients would recommend us







Workforce

Over 500 People



# Expertise

Alternative Business Structures (ABS) Clinical Negligence



**Clients Helped** 

130,000 Since 2004



Accredited

Law Society Lexel APIL



**Successful** 

£750m recovered £9.4m record settlement



Redde plc

NewLaw acquired 2014 £472.3m Turnover group

# What We Do

NewLaw Solicitors is one of the most innovative and fastest growing law firms in the UK. We specialise in all areas of personal injury law from whiplash claims to catastrophic injury cases to Welfare and Wills, Trusts and Probate and Court of Protection work. We also offer Employment Law and HR Consultancy services.

NewLaw is a market leader in the provision of Alternative Business Structures (ABS) enabling us to deliver a broad spectrum of specialist legal services to businesses and private clients.

At NewLaw our philosophy is that, if we truly put our clients at the heart of everything we do, our business will work and our colleagues will be happy. We have always focussed on delivering the best legal services and the best care to our clients.

The types of claims we manage are:

- Personal Injury
- Workplace Illness and Disease
- Clinical Negligence
- Wills, Trusts and Probate
- Employment Law
- Criminal Injury and Motor Prosecution

NewLaw Solicitors is a Redde plc group company. Redde is a market leading support services group,



specialising in accident management support, legal services, fleet management and policy fulfilment services. The company has revenues of over £472.3m and employs over 2,295 people nationwide.

# Other Redde plc subsidiary companies include:









# What Our Teams Say

There is no better way to understand what it's like to work at NewLaw Solicitors than by hearing from the people who work here. We recently asked our team to tell us why they work at NewLaw and what they enjoy most about it. Here are just a few of the comments we received:

Knowing that you've played a significant part in a client's journey to recovery, and have provided them with a level of service that they will remember, this is what makes the job worthwhile

To be part of the process of change and to see the end result and having a part to play in helping them to make reparations, is one of the greatest privileges l get to witness and experience

My job is fascinating because every client is different and each has their own story to tell

You certainly do have to learn to expect the unexpected and be adaptable and willing to drop everything when needed. Having said that, my day is never dull and time most definitely flies by

I love the variety, and being able to see the achievement through to the end. **Being accountable** gives me satisfaction for my personal growth, as well as the growth of the business

# **Application Process**

### Applying for a role at NewLaw is quick and easy:

# 1 Applying for a Job

Once you've decided on a role that interests you and would like to the total apply, simply submit your CV (with a covering letter if appropriate) to the option our recruitment team outlining your salary expectations and any notice method of your period - you will automatically receive an acknowledgment of your *PERIENCE* application. All current vacancies are posted on our <u>website</u>.<sup>(7/2007 Present Comparison)</sup>

# **3** Telephone Confirmation



Following the interview if you have been successful we'll telephone you to discuss the job offer - we'll confirm all the details in writing too. If you've not been successful, we will let you know and we do try to offer feedback to help with any future applications.

# 5 Pre Employment Checks

Once you've accepted an offer of employment we will contact you to provide us with personal information, essential for us to draw up your contract of employment, complete necessary pre employment checks (including references) and provide your starter pack.

### RESUME Street Name, 1

# 2 Arrange an Interview

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Once we have received your application it will be considered by our HR team and if you are successful they will contact you to arrange an interview (for some roles this may be a panel interview) or provide a date for you to attend an assessment centre, depending upon the role for which you have applied. We'll send you an email confirming your interview and assessment centre details (if required), including who you will meet and where. We will also contact you to confirm if you have not been selected.

# 4 Training and Induction

Once a start date has been agreed, our Employee Development team will begin planning your training and induction, details of which will be sent to you before your start date.

# **Preparing for Interview and Assessment Centre Test**

There are some simple things to remember that can help you during your interview and assessment centre test.



# **Face-to-Face Interview**

- Do some preparation. Refresh your memory / look again at your CV, our website and the job role so you can recall important details. Making a note of any questions you would like to ask is often a good idea.
- Keep in mind first impressions do count, so make sure you turn up on time and dress appropriately for an interview in a business environment.
- Remember, no one is trying to catch you out, we want to see you be successful, so try to relax as much as possible and be yourself.
- Use the opportunity to clarify anything you are unclear or uncertain about.

# **Assessment Centres**

- Assessment Centres can take several forms, they are often interactive, high energy sessions consisting of individual and group based exercises.
- You may however be required to sit a written assessment, or you may simply be asked some additional technical questions as part of the recruitment process.
- Following the Assessment Centre, you may be required to attend a short panel interview if you have met the minimum benchmark required for the role, before a final decision is made.
- If you are required to attend or sit an assessment we will advise you of this when we arrange your interview. Please make sure you let us know if you have any special needs so we can make suitable adjustments for the assessment (or indeed the interview).

# **Starting at NewLaw Solicitors**

Following your interview, if you have been successful we will be in touch to let you know the next stages. We will discuss the job offer over the phone and then confirm it in writing.

Once a start date has been agreed, our Employee Development team will begin planning your training and induction, details of which will be sent to you before your start date.



# **Comprehensive Induction Programme**

Aimed at all new recruits, ensuring they understand how we work, including our operating processes and systems and our approach to providing the highest levels of service and client care.



# **Tailored Training Programmes**

Designed to support our staff through their own personal development. We also provide plenty of technical training opportunities to ensure knowledge is current and CPD requirements are met.



# Management and Leadership Training

Provided for developing and emerging managers and leaders to introduce and refine people management skills, delivered in the context of NewLaw's processes and ethos.



# **Soft Skills Training**

Provided on topics such as client care and negotiation skills, to ensure all our employees are fully equipped for their roles.



# **Employee Benefits**

In a bid to retain and look after our talented employees, we offer competitive salaries with progression for performance and experience. In addition to this, we offer a range of other valuable benefits including:

### **Generous Annual Leave**

Enjoy between 31-35 days paid annual leave each year, including bank holidays. \*Pro rata for part time roles.

### Performance Bonuses

Our staff enjoy bonuses based on their performance.

Motor Accident Assistance

The Friends and Family Scheme can help

you, your friends or family following a non-

fault accident with car hire, car repair and

help in the event of any personal injuries.

## Season Ticket Loan

Loans are available to gualifying employees who are seeking to purchase a season ticket for rail travel - ask for full details.

### **EE Employee Benefit**

Get 20% off for you and five family or friends each month

# **Cycle to Work Scheme**

The Government Cycle to Work Scheme allows you to acquire a brand new bike and safety equipment (up to £1,000 to spend) for you to commute to work - all tax-free!

# **Childcare Vouchers**

Any employee with parental responsibilities and paying for childcare, can opt to receive childcare vouchers worth up to £243 a month of tax and National Insurance.

### **Evecare Vouchers**

If you use a VDU as part of your role; you are entitled to an eye care voucher for a free eye test every two years.

# Save as You Earn Scheme

The scheme is offered to all UK permanent employees of Redde plc and its subsidiary companies who have been employed for at least six months prior to any Share Grant date.

# **Off Peak City Centre Parking**

We can offer parking spaces during the evenings and weekend periods.

# **Discount on Legal Services**

Local Discounts

and locales.

We offer discounts to all our employees across the many legal services we provide.

Discounts available to various local stores

## **Recommend a Friend**

Recommending a friend is easy, earn between £250-£1,000 when your friend joins the company and passes their probation. Just think what you could spend that little extra on!

## **Fiat Affinity Programme**

Discount and privilege purchase schemes available with Fiat, Jeep, Chrysler and Alfa Romeo vehicles

Full details available on request