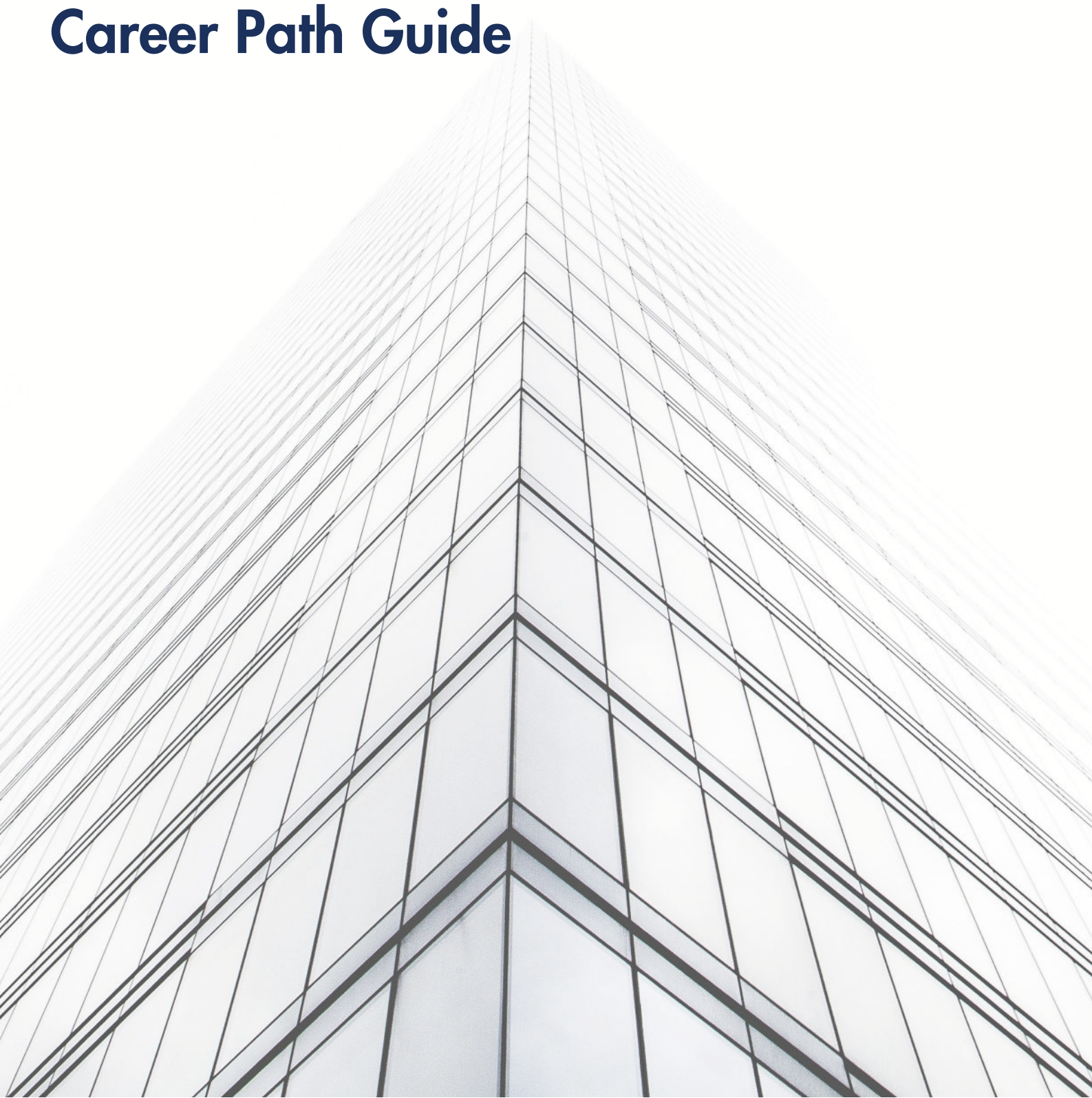




Thatcher + Hallam Solicitors

Thatcher + Hallam

Career Path Guide



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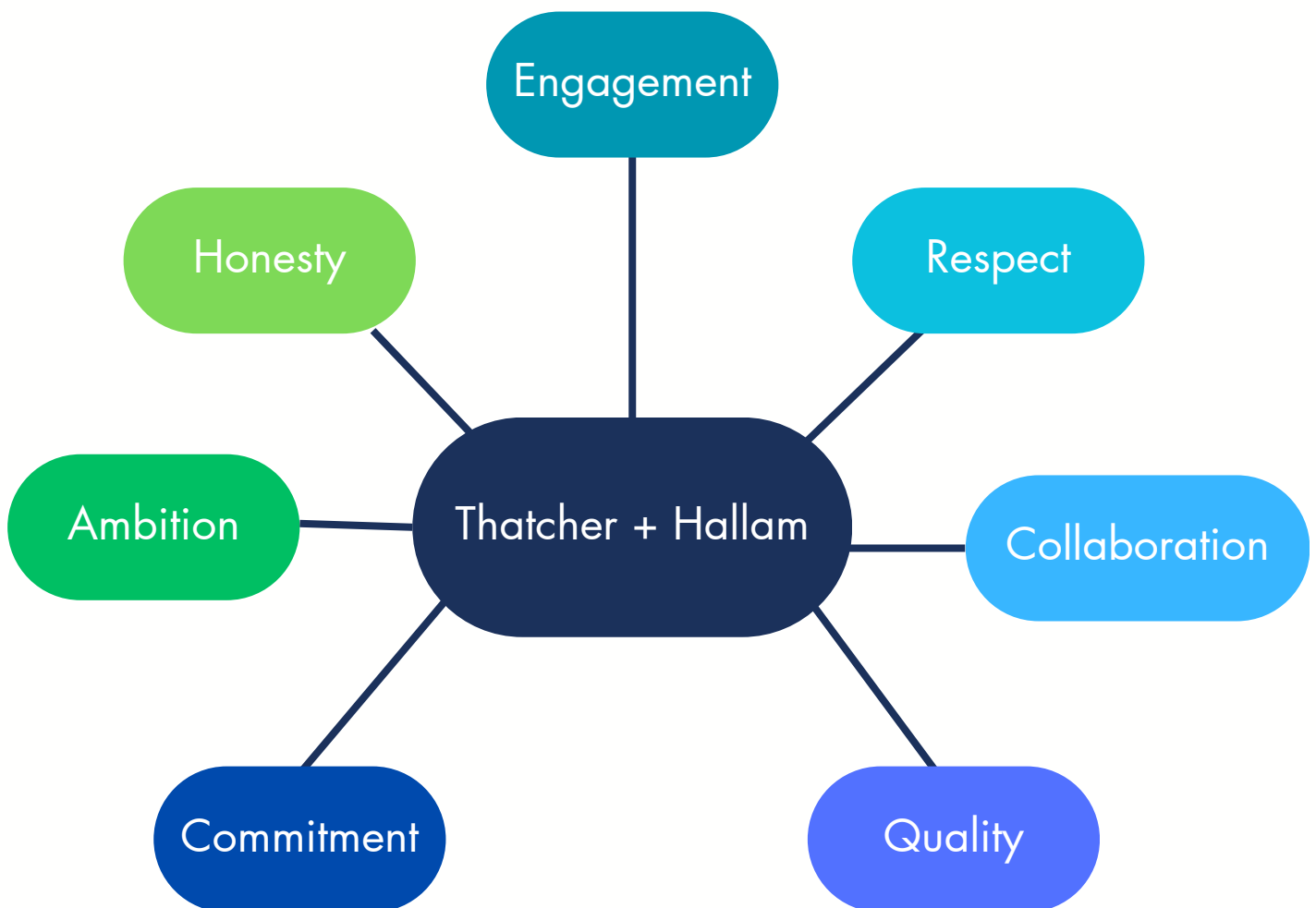
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A career at Thatcher + Hallam

At Thatcher + Hallam our values are: engagement, respect, collaboration, quality, commitment, ambition and honesty. They underpin everything that we do both internally within our teams and externally in the services we provide to our clients.

Our clients are the heart of our business and we meet their requirements through the dedication, development and hard work of our talented staff at all levels.



Contributions Framework

What do we want from you?

Engagement

- Get involved with the life of the firm and be proactive when it comes to marketing contributions, networking and sharing of marketing content.
 - Take a positive attitude to work to ensure you fulfil your potential.
-

Respect

- Respect the people you work with and the contribution they make.
 - Respect that other team members may be of differing backgrounds, opinions or beliefs to you and maintain respect for all colleagues.
-

Collaboration

- Work together to share your knowledge and expertise to achieve the best outcomes for clients.
 - Take an approachable attitude to make work an enjoyable experience for you and the people you work with.
-

Quality

- Produce high-quality work and deliver an excellent client service.
 - Work towards success, enhancing your reputation and notifying senior marketing teams when successes have been achieved.
-

Commitment

- Work to the best of your ability at all times.
 - Work hard to ensure that we all get the job done within the deadlines set.
 - Strive to surpass others' expectations
-

Ambition

- Always strive to improve yourself through qualifications, accreditations and training.
 - Be a positive influence in your team and lead by example.
 - Take the initiative in consistently meeting career development Key Performance Indicators (KPI's)
-

Honesty

- We pride ourselves on an open door policy and can appreciate that from time to time, human error may occur. Any errors need to be reported.
 - You are to maintain an honest and open dialogue with senior staff in relation to errors so that they can help, support and correct or otherwise control damage as soon as the error is detected.
-

What we offer in return

Quality work

- You will have the opportunity to complete high quality challenging work across a number of areas in your field of specialism.

Recognition

- You will receive honest, timely feedback on your performance.

Reward

- We will ensure that your pay and any benefits are competitive and linked to your contribution, so you know that your hard work is being recognised.

Flexibility

- We will provide you with flexibility in the way that you want to work, when you want to take holiday and for any emergency leave requests as far as we possibly can.

Responsibility

- You will have the opportunity to take responsibility for your work and be trusted to progress and manage your caseload.

Leadership

- You will have effective leadership and management which seeks to support and develop you.
- We will set the direction of the firm to protect our reputation and enhance our business in all areas to benefit our staff.

Development

- We will provide you with the opportunity to realise your potential and invest in building/enhancing your reputation and career.
- You will have development opportunities which will be discussed openly with you.

Quality People

- We will ensure we attract and retain quality people who share and demonstrate our values.

The purpose of this guide is to give you an overview of your career opportunities at the firm and explain the key factors that impact on your progression.

We encourage you to make the most of your opportunities for career development, involvement and reputation investment with us, as well as that of our clients and the firm.

Career development framework

Review and development discussion

We undertake annual appraisals every year in March/April.

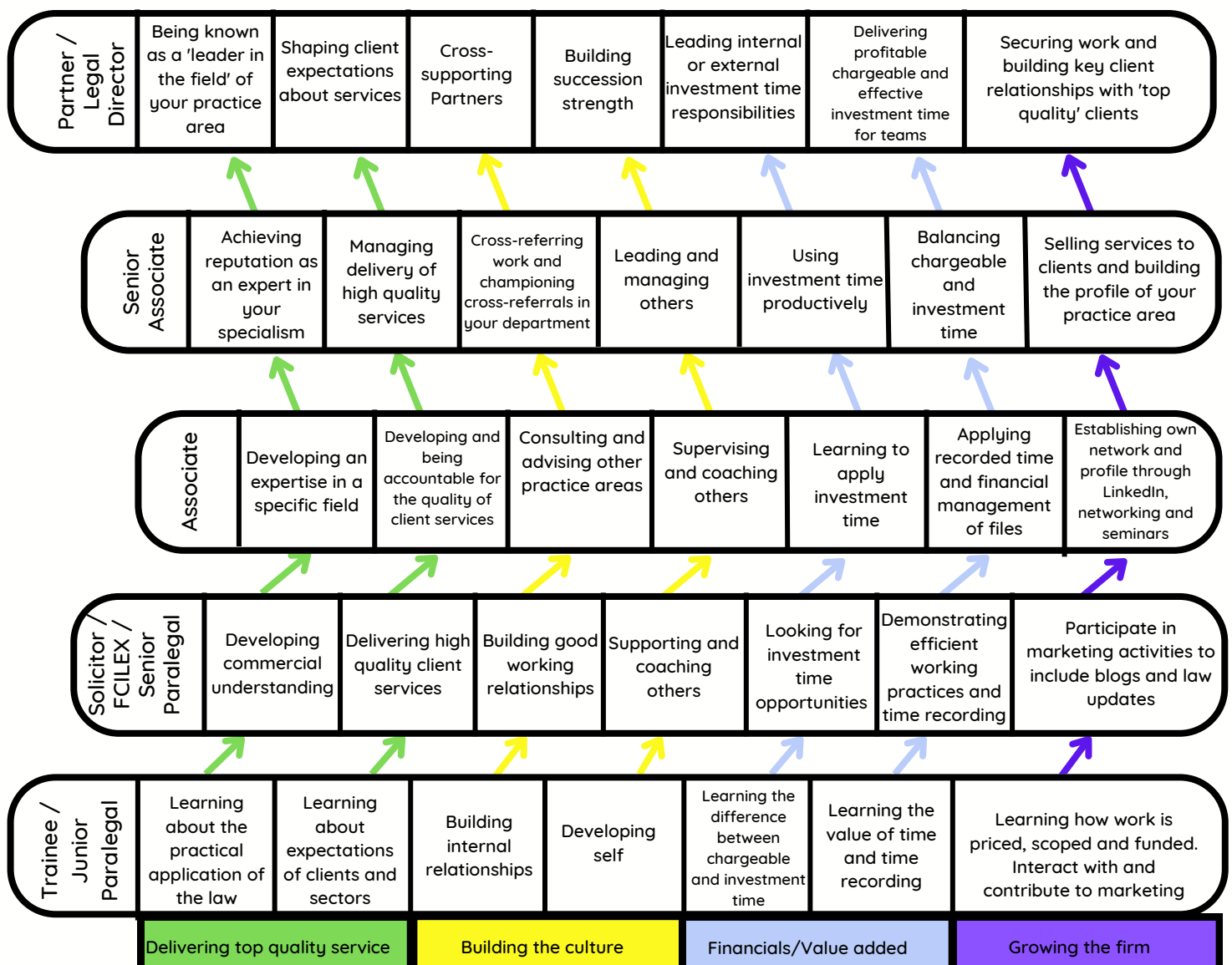
You will have an appraisal with a Partner along with a second Partner or, in some cases, a Legal Director or Senior Associate.

The appraisal looks at a range of personal development issues. It is in part retrospective, looking at performance over the previous 12 months but, more importantly, looks to the future, mapping out your goals and objectives for the coming year. It provides an opportunity to discuss aspirations within the firm and any development or training support required to achieve these.

Our expectations at each stage of your career are clearly set out in the "Contributions Frameworks" below. These form the basis of the appraisal and you should familiarise yourself with them.

Your expected contribution builds throughout your career as can be seen in the summary diagram below.

Route from Trainee to Partner



Appraisal and assessment outcomes

Following your review you will be assessed against four grades:

- Exceptional
- Very Good
- Good
- Improvement required

To progress between roles, you are expected to achieve a rating of at least very good, although progression is not automatic or based solely on grading.

Time recording benchmarks

It is firm wide policy that all case handling staff who record time should be recording at least 5 hours of billable time per day.

It is important that you fully record both your billable time and your investment time.

We expect you to:-

- Achieve benchmark billable hours, unless otherwise agreed by your manager if you hold an investment time function in the firm (such as marketing or trustee activities).
- Ensure that work in progress is supervised appropriately, billed promptly and paid promptly; referring any debtors to the managing partner(s).
- Raise any issues, complaints or concerns regarding a matter or conduct of a matter with the relevant Partner.

It is extremely important that everyone makes a full contribution to the life of this firm. The more senior you are, the greater the expectation becomes in terms of time contribution.

This is reflected in contribution frameworks which you are reviewed against at your Appraisal meeting.

Benchmarks are adjusted to take into account part-time routines.

We welcome anyone who wishes to discuss their aspirations ahead of Appraisal to contact one of the partners.



