



**your future  
with hcr**

**hcr**

**harrison clark  
rickerbys solicitors**



# A PASSION FOR PEOPLE

**Our passion for people is at the heart of everything we do. It's the engine that keeps us ticking and inspires us to do our best. We're not satisfied unless we're making a real difference to people's lives, and we'll keep working hard to ensure we achieve the best outcome possible for you.**

## Your local Top 100 UK Law Firm

“Making a choice of law firm to undertake your Period of Recognised Training is one of the most important decisions you will make in your legal career. It is a decision that you do not want to take lightly. You will have to consider the areas of legal work you want to work in, the nature of the firm you want to work for, the genuine extent to which you will get proper training and also the opportunities that you will have to be ‘hired on’ at the end of your training period.

We are aware that the best candidates will have options to choose from, but we would like to think that Harrison Clark Rickerbys provides an exceptional offering that covers off these key points and provides an excellent training opportunity.”

**“We are passionate about developing talent at HCR and recognise that when selecting our Trainees we really are selecting HCR’s future Partners. So we make sure our training programme covers everything our clients expect from our lawyers...the best”**

Rachel Turner, Training Principal



**Rod Thomas**  
Managing Partner,  
Harrison Clark Rickerbys

To support our values we aim to attract and retain the best talent and we like to think that HCR provides an exceptional employment offering that gives a wide range of benefits as well as excellent development and career opportunities.

Benefits may include:

Group personal pension

Discretionary  
bonus payments

Life assurance

Enhanced Maternity  
and Paternity pay

Employee assistance  
programme

Private medical insurance

Income protection insurance

Flu vaccinations

Eye care

Gym membership discount

Cycle to work scheme

Legal fees discounts

Employee referral scheme

Perks@work discount portal



## Enjoy a host of benefits



**Our relationship with HCR continues to go from strength to strength following a most professional service that has been provided. We look forward to continuing to work with HCR in the future.**

Steve Morris, Managing Director,  
Morgan Motor Company



**HCR's contribution was critical to the successful outcome – they brought a brilliant and broad legal team to this deal, who all went above and beyond.**

Simon Hitchcock, Managing  
Partner, Horizon



## The HCR Culture

### Entrepreneurial, energetic and empowering

These words are not usually associated with a law firm but they are often used to describe HCR.

Having grown exponentially over the last few years, we are now more than 550 strong. We are a regional, full-service firm that has a true passion for people.

We're large enough to be a strong, regional player with a variety of interesting work across sectors, both private client and business services, but have retained the personal touch in how we treat our people.

All our Partners are driven to grow our business. We create opportunities wherever we can and give people trust, flexibility and autonomy to get on with what they do best. Personal ambition is expressed in team achievement with openness and honesty at all times.

Our passion for people is at the heart of all we do. It drives us forward and inspires us to do our best. We're always pushing to be better and do better for both ourselves and our clients.

## Where we are

Having started primarily based in the Three Counties – Worcestershire, Herefordshire, Gloucestershire – HCR now has nine offices reaching across multiple regions.

Our newest location is Cardiff. Client demand saw HCR open its first office in Wales in January 2020.

Our offices are ideally situated to be accessible to clients and businesses who require our services.

## More than just a job

Life is about so much more than just work, at Harrison Clark Rickerbys, we have regular events for the whole firm, including family fun days and Christmas parties.

There are plenty of office events too, including lots of charity fundraising – because we are at the heart of the communities where we are based, our own charitable trust supports lots of local causes.





# Meet the teams

At HCR our structure is simple. We have business service teams and private client.

## BUSINESS SERVICES

- Corporate
- Commercial
- Dispute Resolution
- Banking & Finance
- Employment & Immigration
- Real Estate
- International
- Restructuring & Insolvency
- Licensing, Regulatory & Tax

## PRIVATE CLIENT

- Wills, Trusts & Estates
- Family
- Medical Accident Group
- Residential Property

Our sectors work across a variety of service teams, providing expert advice in specialist markets. The fee earning teams are supported by our Group Services functions.

## SECTORS

- Agriculture and Rural Affairs
- Construction
- Defence, Security & The Forces
- Education
- Finance & Financial Services
- Health and Social Care
- Technology

## GROUP SERVICES

- People Team
- Finance
- Operations
- Revenue Management
- Marketing
- IT
- Regulatory & Compliance

# What we are looking for

Our people are as diverse as our clients, they enjoy the quality of the work they do and are encouraged to try new initiatives. We want people who:

- Go the extra mile for clients
- Promote and support each other
- Use their initiative
- Are excellent communicators
- Embrace the idea of continuous change
- Are passionate about who we are and what we do
- Take ownership
- Demonstrate resilience

In return HCR provides an inspirational and supportive environment where you can learn, build your own future and have fun!



## Charlotte Thornton-Smith, Partner

Charlotte Thornton-Smith, who is now a Partner and Head of our Worcester office, came to us as a Trainee from Cardiff 16 years ago. She was offered a position in the Corporate team when she qualified as a Solicitor.

She said: “I knew I had to accept. In the two years I had been with the firm, I could see it was growing and I had an opportunity to further my career.”

Charlotte was promoted to Partner six years later. Having had two children since she started working here, she said: “It has been hard work and challenging to juggle the work life balance but I can honestly say that I have never looked back. I count myself fortunate that I have never felt that I needed to join another firm to fulfil my career ambitions.”



# Gaining a Training Contract with Harrison Clark Rickerbys

## Harrison Clark Rickerbys look for good academics

**A Levels:** You will need 3 – 4 A Levels in ‘core’ academic subjects and this will need to equate to at least 300 UCAS points.

**Degree:** Harrison Clark Rickerbys ask for a 2:1 degree. This does not have to be in law. If you read a non-law degree you will need to take the Graduate Diploma in Law (GDL).

**LPC:** The Legal Practice Course must be undertaken by all those who have either secured a Training Contract or are seeking to secure a Training Contract.

LPC is normally a one year full time course (or two years part-time). The aim of the LPC is to prepare students for work based learning and to provide a general foundation for practice.

## How the application process works

### Step 1

Complete an online application and covering letter, the letter forms part of the shortlisting process so spelling, grammar and accuracy are all taken into consideration.



### Step 2

If successful, you will be invited to attend an open afternoon. This is a quick-fire interview process and a chance for you to find out more about the firm.



### Step 3

If successful at the open afternoon, you will be invited to attend an assessment centre where you will demonstrate your ability to work as part of a team, prioritise work and showcase your presentation skills. This is followed by further interviews with a panel of Partners and a series of short aptitude tests.



### Step 4

If you are successful at the assessment centre, we will notify you via e-mail and write to you confirming our offer of a training contract. Those who are unsuccessful on this occasion will be offered feedback and further guidance.

## How to apply for your training contract

Please send a completed application form (accessed through our website) to [recruitment@hcrlaw.com](mailto:recruitment@hcrlaw.com)

**Check out our website for the latest information regarding our Vacation Schemes**



## Hints and Tips

At Harrison Clark Rickerbys we aim to make you as comfortable as possible and let the real you do the talking. Here are a few hints and tips that you may find useful in preparation for your interview.

### First impressions count

Present yourself as a qualified Solicitor, personal presentation is vital

### Confidence is key

This is your opportunity to showcase your talent

### Preparation is a priority

Do your research into the firm and show the panel how keen you are

### Be yourself and you will shine

The assessment day is a two-way process, it is also your opportunity to find out about us

### Ask questions

Always have some relevant well thought-out questions to ask

**Check out our website for the latest information on how to apply.**



## Syed Alam, Partner

“I joined the firm as a Paralegal in 2009 in the middle of a recession – at a time when many firms were making cuts, Harrison Clark Rickerbys gave me this opportunity and I have always been grateful for that.

Throughout my time here, the firm’s expectations and targets for me have always been clearly communicated and set out, so I have always known what was needed in order to progress; they have always provided me with the platform, opportunities and guidance required in order to meet these targets. I can sincerely say that the firm is a strong believer in helping individuals fulfil their potential and providing all individuals with equal opportunities to progress.”



# Interview Tips

As part of the assessment centre process you will be asked to complete a competency based interview.

Here are some hints and tips:

Giving a structured response, drawing on examples is a great way to answer questions with maximum impact.

## Try using the “STAR” Approach

**Situation:** Describe a recent challenge/situation in which you found yourself.

**Task:** What you were trying to achieve from the situation.

**Action:** What did you do? Why you did it and what the alternatives were.

**Result:** What did you achieve through your actions and did you meet your objectives? What did you learn from this experience and have you used this learning since?

Whatever approach you use, the key thing is to listen really carefully to the question and make sure you give a full answer to it.

## Top Tips

The questions that we will ask you at interview will relate to both your experience and who we are. Please have this in mind when preparing for your interview, and try to relate your experience to times you have demonstrated this.

Be personal, i.e. talk about you (I), not the rest of the team(we).

Steer clear of jargon, unless it is crucial to your story.

Explain what you did, how you did it, and why you did it.

Try to relax and take your time, if you need some time to answer or need a question repeated please ask.



“ We have a strong relationship with Harrison Clark Rickerbys and have welcomed the opportunity to broaden our portfolio which allows us to provide more people with valuable support and a home for life. ”

Sharon Scollen, Falcon Housing Association



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Cardiff Gate  
Business Park  
Pontprennau  
Cardiff  
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