

# graduate opportunities



**MILLS & REEVE**

Achieve more. Together.

# world-class work world-class clients

What do you want from your legal career?  
If it's the chance to carry out world-class work  
for world-class clients then you've come to the  
right place. The training you receive will be  
second to none and you'll find yourself working  
closely with some of the UK's leading lawyers.

We are Mills & Reeve  
Achieve more. Together.

# welcome

Mills & Reeve is an ambitious firm. We are pleased  
but not complacent about our continuing success  
and we are planning to grow further. But we need the  
right people, people who can take us forward as they  
develop their own careers to achieve more together.

Put simply, now is a great time to apply to join  
Mills & Reeve. The prospects are exciting, the client  
base is growing and the breadth of quality work is  
enormous. If you want to carry out world-class work  
for world-class clients then you've come to the  
right place.

Claire Clarke  
Managing Partner



# about the firm

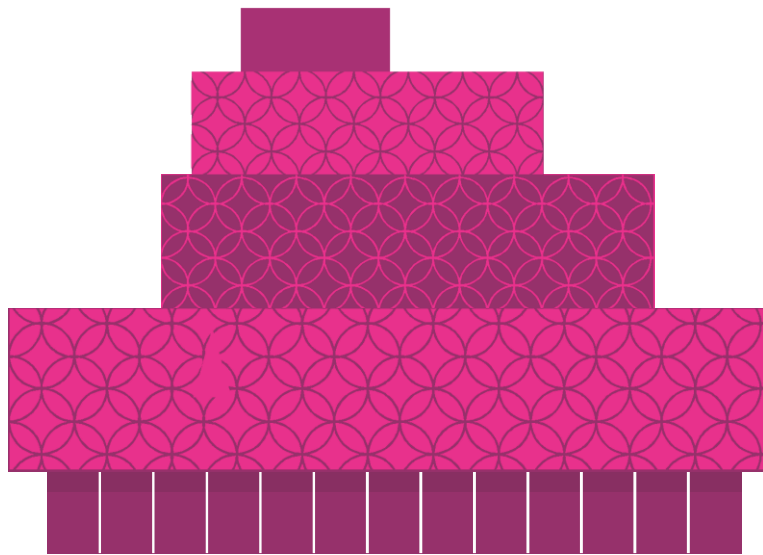
Mills & Reeve is a major UK law firm renowned for its outstanding service to national and international clients. We have built a strong team of 123 partners and nearly 1,000 staff who work in offices in Birmingham, Cambridge, Leeds, London, Manchester and Norwich.

Our continued success has been the result of complete commitment to our clients, unmatched expertise and outstanding teamwork. Mills & Reeve is a firm that ranks very highly both within the profession and in the minds of our clients. Our wide-ranging client base comprises everything from PLCs and multinationals to start-ups and small-to-medium-sized firms. We act for universities and colleges, major public and private institutions and a large number of private, high net worth clients. Many of the above have chosen Mills & Reeve ahead of major London firms because of our commercial successes and all-round experience.

Our core sectors are:

- charities
- corporate and commercial
- education
- food and agribusiness
- health and care
- insurance and disputes
- private wealth
- real estate investment
- sport and technology
- life sciences.

Of all the awards and accolades we receive, perhaps we are most proud to be ranked in *The Sunday Times* 100 Best Companies to Work For, for a record 15 years running. We believe we have a unique culture, brilliant people and a balanced, professional approach to work. And it is into this special environment that we need to recruit the lawyers of the future.

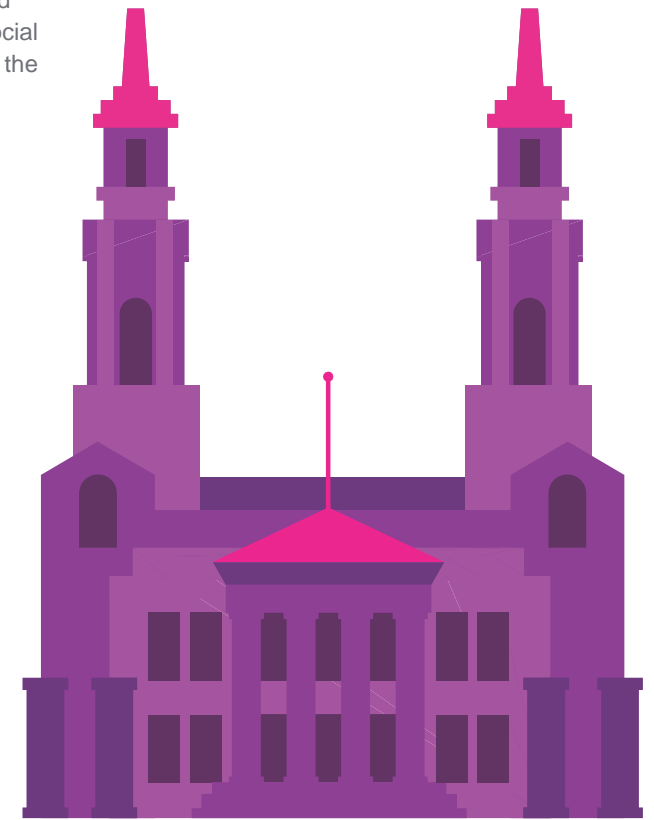


# a firm for the future

Mills & Reeve has been growing substantially over the past decade. This is noticeable in every aspect of our practice: staff numbers, the quality and scope of the client base, the breadth of our services and the size and number of cases we successfully handle each year. But we don't see growth as the only measure of our achievement. Mills & Reeve is a firm that is developing as we grow.

Our training, both pre- and post-qualification is continually reviewed, our support services and knowhow provision are at the leading edge and we are witnessing a mushrooming of knowledge and experience within the firm – one that can only help us take further steps forward. We are committed to adopting a positive approach to corporate social responsibility and enhancing relationships with the communities in which we operate.

In addition to the above we have significant plans for greater growth in the future. We expect practice areas to both develop and diversify. We anticipate more international work, greater involvement in major cases and a broader client base. We see the trainees of today becoming the qualified staff of tomorrow and the leaders of our firm in the future. There is a lot of hard work ahead, but our ambition and optimism are well founded. The future looks very exciting.



# a new way of working...

There are similarities between law firms, we know that. But we still believe that we offer a unique place to start and develop your career. The fact that our major offices – in Birmingham, Cambridge, Manchester and Norwich – are out of central London is an important part of the make-up of our firm.

We talk about a friendly culture – as do many firms – but we believe that the openness, professionalism and sensitivity of our staff are the product of the environment we have created. We genuinely welcome newcomers and always find time to provide professional and personal support. The sense of responsibility we feel towards the community is a reflection of the beliefs held at the highest levels in the firm. All staff are given a day's paid leave annually to support local community activities and pro bono work is an everyday part of our culture.

Beyond our professional lives we do spend time enjoying social and sporting activities, mostly among ourselves, sometimes with clients. Local offices run a range of events ranging from darts teams to half marathon runs, from theatre trips to wine tasting. Christmas and summer events are much anticipated – and usually planned by trainees.

# a training contract to suit your career

When you join us as a trainee you will have already spent several years preparing for your career. Your training contract will require more learning, of course, but we believe it is time for you to start using what you know.

From the start of your first seat we will expect you to play an important part in the work of the department you join. This doesn't mean you are abandoned or unsupported; neither does it mean that you only do basic jobs. What it does mean is that we will value your knowledge and skills and help you to develop them in the context of real cases. Client meetings, drafting, project planning, court attendance – these will all be part of your daily work. You will have six different seats during your two-year training programme.

Whilst we have separate offices around the country, our strength is in our collaboration across the firm. We are looking for trainees to contribute to the firm as a whole and we encourage and support movement between offices with an accommodation allowance.

Whilst the majority of your contract will be with your base office, we would expect you to do at least one four-month seat in another office, subject to your personal circumstances.

Subject to business needs and the Solicitors Regulatory Authority requirements, we aim to put trainees in the work areas in which they are most interested. On-the-job learning is supported by our Professional Skills Course and a programme of in-house workshops. We take care with induction, helping you to find your way around our offices and our systems. And one-to one training with our dedicated team of professional support lawyers will help you learn more about specific areas of law.



# summer placement programme

Our award-winning Summer Placement Programme is the ideal introduction to both Mills & Reeve and the legal profession. Two weeks' work experience at our offices in either Birmingham, Cambridge, Manchester or Norwich will give you the opportunity to see just what it might be like starting a career in law.

During your time with us you will be placed in situations where you can do real work with activities such as undertaking legal research, preparing or checking a draft document, attending court, meeting clients or serving proceedings. You will work with a variety of lawyers, moving to different parts of our practice every two or three days. You will be paired with a current trainee who will be able to answer questions, give advice and generally help you make the most of your experience.

Presentations and lectures from qualified staff are all geared towards helping you gain as much experience as you can, as quickly as possible.

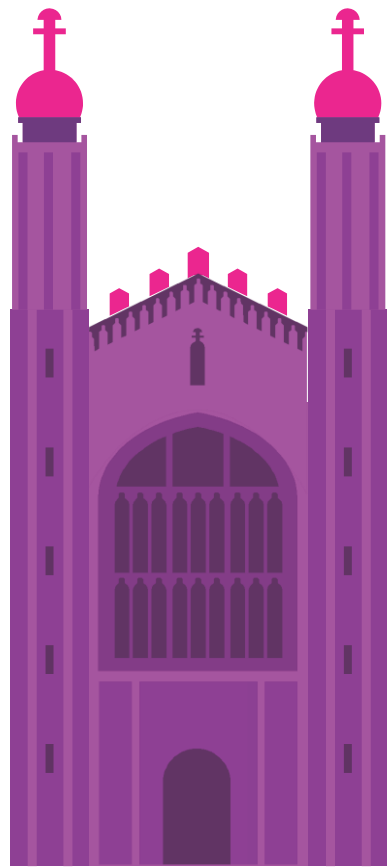
The programme provides a selection of social events in which you will be encouraged to participate. These form part of the process of helping you discover the Mills & Reeve culture. The application and interview process is detailed on page 9. The closing date for applications is 31 January 2019.

## Who should apply

We accept applications from penultimate year and final year law students, final year non-law students and graduates.

## Dates and locations of 2019 summer placements

Cambridge/Birmingham	17 June – 28 June 2019
Manchester/Norwich	24 June – 5 July 2019



# clients include

Adnams  
ARM  
AVEVA  
Aviva  
Bourn Hall  
Department of Health  
HSBC  
King's College, London  
Lendlease  
Macmillan Cancer Support  
Manchester City Football Club  
Ministry of Defence  
Norwich City Football Club  
Olympus  
University of Birmingham  
University of Cambridge  
University of Manchester  
Virgin Care  
Weetabix Food Company  
Wellcome Trust

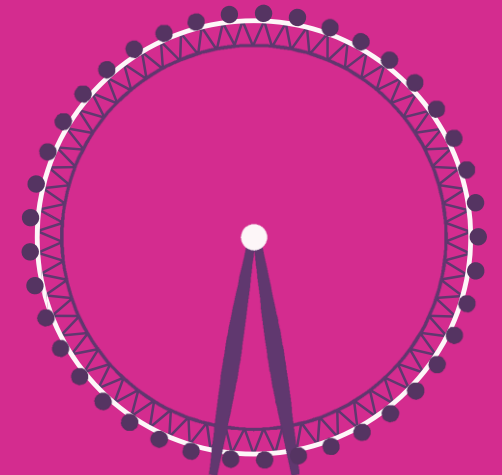
# types of work

Trainees complete six seats of four months each, and can sit in almost all of the firm's departments across its six offices.

There are a wide range of departments in all of the larger offices (Birmingham, Cambridge, Manchester and Norwich) and opportunities to move between offices, including London and Leeds. The firm tries to accommodate trainee's own choices although these have to be balanced with the workload and business requirements at any time.

Areas of law you might experience are:

- Banking and finance
- Charities and corporate tax
- Commercial
- Commercial disputes
- Construction
- Corporate
- Education
- Employment and pensions
- Family and matrimonial
- Food and agribusiness
- Health and care
- Projects
- Planning and environment
- Private client
- Professional indemnity insurance
- Public law
- Real estate
- Real estate disputes
- Regulatory
- Sport
- Technology and life sciences



# how to apply

Full details of the online application process along with the application form can be found on our website: [www.mills-reeve.com/graduates](http://www.mills-reeve.com/graduates)

## Who should apply

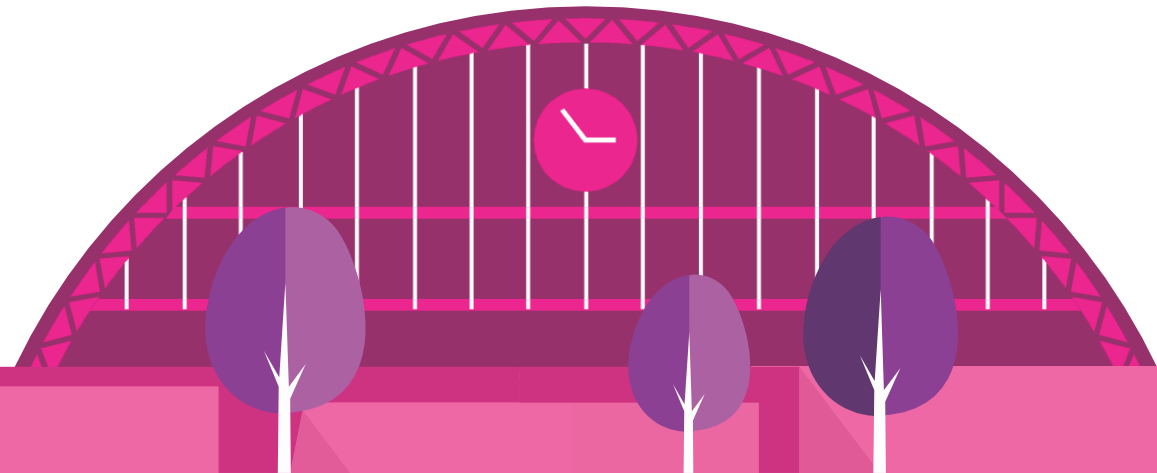
We recruit graduates who not only set themselves high standards of academic achievement, but who demonstrate maturity, initiative and business acumen, to enable them to accept early responsibility and drive the business forward.

## Selection

- Initial short-listing prior to invitation to take online test, further short-listing then invitation to assessment
- Assessment centres, half day in length
- Office tour and an opportunity to meet trainees
- Group exercise
- Interview with a partner

## The offer and beyond

- Offers are made within two weeks of assessment on acceptance of a training contract
- Introductions to others at same LPC college
- Newsletters
- Invitations to other events
- "Open line" to our recruitment team



# checklist

Tick all the boxes below before applying...

## Get to know us

- Attend a law fair in October and November
- Visit our website [www.mills-reeve.com](http://www.mills-reeve.com)
- Know the answers to these questions:

Why the law?

Why Mills & Reeve?

## Check our list of requirements:

- Law or non-law degree (upper second or above) or equivalent
- 300 UCAS points pre 2017 or 120 UCAS points post 2017 at A level (BBB or equivalent)
- Strong communication skills and confidence
- Attention to detail
- Commercial awareness
- A "can do" attitude and a professional approach to work
- Willingness to accept early responsibility

## Apply on time!

31 January 2019 for the 2019 Summer Placement Programme  
31 July 2019 for a training contract to commence in 2021

# contact details

**Rachel Chapman**

Graduate Recruitment Manager

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[www.mills-reeve.com](http://www.mills-reeve.com)

[@Mills&Reeve](https://twitter.com/Mills&Reeve)

[@MandRTrainees](https://twitter.com/MandRTrainees)

## Diversity statement:

Mills & Reeve is committed to promoting equality and diversity, as well as to providing an inclusive and supportive environment.



**Tel: 0344 880 2666**

Offices: Birmingham, Cambridge, Leeds, London, Manchester, Norwich

[www.mills-reeve.com/graduates](http://www.mills-reeve.com/graduates)

Mills & Reeve LLP is a limited liability partnership registered in England and Wales with registered number OC326165 and VAT number GB 104 8345 88. Its registered office is at Monument Place, 4th floor, 24 Monument Street, London EC3R 8AJ, which is the London office of Mills & Reeve LLP. A list of members may be inspected at any of the LLP's offices or on our website. The term "partner" is used to refer to a member of Mills & Reeve LLP. Mills & Reeve LLP is authorised and regulated by the Solicitors Regulation Authority and is subject to the Solicitors' Code of Conduct 2007.

September 2018