

MILLS & REEVE




graduate  
opportunities



# infectious ambition

What does infectious ambition mean in a law firm? It means always seeking to deliver more; brighter ideas for our clients' challenges in the UK and internationally; extra insight that comes from genuine expertise and commitment; a buzz of teamwork; a thirst for knowledge and a hunger to apply it for clients. It's all about better results for you. And it's catching. So pass it on.



# 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.

Put simply, now is the right time to apply to join Mills & Reeve. The prospects are exciting, the client base is growing and the breadth of quality work is enormous.

Guy Hinchley  
Managing Partner



# about the firm

Mills & Reeve is one of the UK's leading full-service law firms. With offices in Birmingham, Cambridge, Leeds, London, Manchester and Norwich. We have built a strong team of 97 partners and over 800 other staff.

Our continued success has been the result of complete commitment to our clients, matchless 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 corporate and commercial, banking and finance, technology, insurance, real estate, healthcare, education, local authorities and private client.

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 the eighth year 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 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 amongst 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 made 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.

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 or Norwich gives you the opportunity to see just what it might be like starting and developing 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 2012.

## Dates and locations of 2012 summer placements

**Cambridge:** 25 June to 6 July 2012

**Norwich:** 9 to 20 July 2012

**Birmingham:** 23 July to 3 August 2012

## Who should apply

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



# 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 and Norwich) and opportunities to move between offices, including London, Manchester and Leeds. The firm tries to accommodate trainee's own choices although these have to be balanced with the workload and business requirements at the time.

Areas of law you might experience are:

## Real estate

- Construction
- PFI/Projects
- Planning and environment
- Real estate
- Real estate disputes

## Corporate services

- Banking and finance
- Charities & corporate tax
- Commercial
- Commercial disputes
- Corporate
- Education
- Employment & pensions
- Healthcare
- Public law
- Regulatory
- Technology & commerce

## Private client

- Agriculture
- Family and matrimonial
- Private tax, probate & tax administration

## Insurance

- Professional indemnity Insurance
- Reinsurance

# clients include

- Aviva Plc
- Bank of Scotland
- Barclays Bank Plc
- Birmingham City University
- Cambridgeshire County Council
- Cambridge University Press
- Caterpillar (UK) Limited
- FSA
- The General Dental Council
- Group Lotus Plc
- Imperial College London

- King's College London
- Macmillan Cancer
- Nationwide Building Society
- Norwich City Football Club Plc
- Norwich City Council
- NTL Group
- Royal Veterinary College
- Savills (L&P) Limited
- Trafficmaster
- University of Birmingham

# 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.

## Application

### Get to know us:

- Law fairs during October and November
- Our website [www.mills-reeve.com](http://www.mills-reeve.com)

### Do your research. Be able to answer two key 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 at A level (three B grades minimum) 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

Phone or email if you want specific information

### Check the dates and apply in time!

- 31 January 2012 for the 2012 Summer Placement Programme
- 31 July 2012 for a training contract to commence in 2014

## Selection

Initial screening prior to interview invitations.

Assessment centres in Cambridge, Birmingham and Norwich:

- Half-day in length
- Office tour and an opportunity to meet trainees
- Group exercise
- Interview with a partner
- Aptitude tests

## 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
- Informal lunch in December before joining
- Newsletters
- Invitations to other events
- 'Open line' to our recruitment team

# contact details



**Fiona Medlock**

Graduate Recruitment Manager

fiona.medlock@mills-reeve.com

01223 222336

Cambridge office

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

## Diversity statement:

We have been awarded the Jobcentre Plus Disability Symbol, and are committed to promoting equality and diversity and to providing an inclusive and supportive environment.





**Tel: 0844 561 0011**

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

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

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