

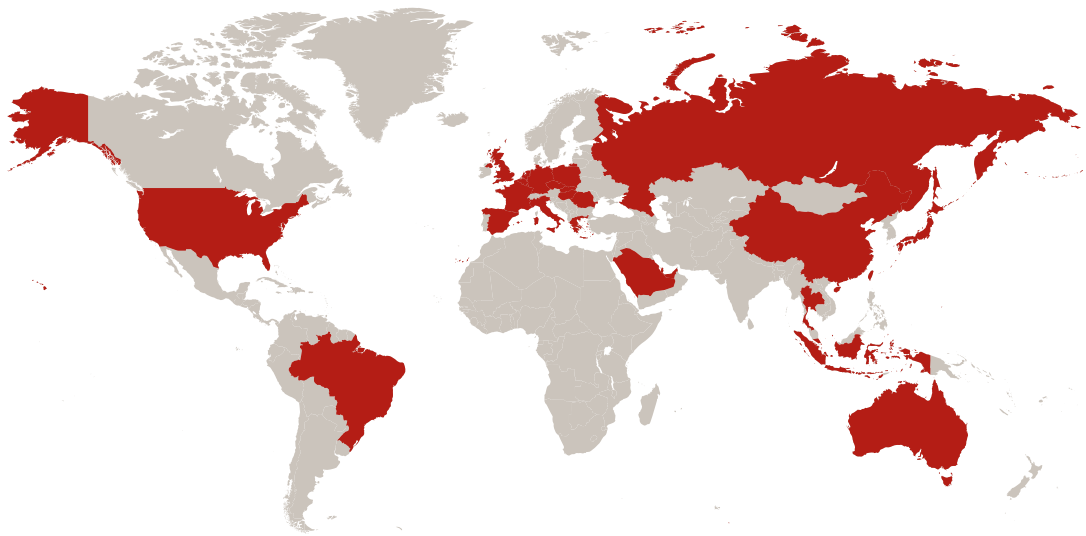
ALLEN & OVERY



*Career opportunities in Belfast
Library Services*

In affiliation with BRIGHTWATER RECRUITMENT
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*An international legal practice in
36 major cities worldwide needs
the very best people.*

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“No two days are ever the same. Being part of a leading global business like Allen & Overy means the work is extremely varied and often challenging.

We work for the best, so we need to be the best, and I take great pride in that.”

Paul King
Head of Hospitality Services

Our philosophy

If there's one thing that sums up the way we go about serving our clients it's our belief that outstanding things happen when the best minds work together.

In the 80 years since Allen & Overy was founded, we have created a collaborative culture where talented individuals, working together, can truly flourish and achieve great things.

Imaginative, independent thinking is not just encouraged, it's expected.

We foster diverse viewpoints so that we can draw on a constant stream of new ideas to solve the toughest challenges our business faces around the world.

Global delivery of local knowledge

Although we have a long heritage, there's nothing old-fashioned about our thinking. We have the

confidence to think creatively, to take carefully calculated risks and to support new approaches in how we work.

Over the years, this approach has seen us grow from a London-based law firm into a truly global practice, supporting the biggest companies in the world to develop their business and backed up by truly outstanding service from our support teams.

“We are constantly breaking new ground here. There aren't actually that many global partnerships like ours, which presents us with a host of unique challenges and opportunities that always keep the work interesting.”

Andrew Disley
Executive Director, Finance



Our history

80 years and beyond

We have had an international presence since our foundation in the 1930s and have always seized new opportunities to practise across the world.

Over the years we have helped shape and been involved in many ground-breaking developments. We advised on the first ever hostile takeover in the City of London, drafted the first ever Eurobond in the 1960s and have taken the lead on creating many innovative structures in all core areas of our business.

A strong and growing international dimension prompted us to become one of the first UK practices to establish international offices. We opened our first in Dubai in January 1978.

In the last 15 years Allen & Overy has become a truly international practice, opening offices in all key international financial centres, branching out into newly emerging legal markets, and merging with leading firms on the European continent. Today, more than half the firm's revenues come from outside the UK.

Allen & Overy elected a non-UK global managing partner, Wim Dejonghe, in 2008, while former managing partner David Morley was elected senior partner.

In 2010 – our 80th year – we announced part-time partnership arrangements to encourage more of our best lawyers to stay at the firm through to partnership.

We also opened offices in Sydney, Perth and Doha, and an association in Jakarta, taking our global presence to 36 offices in 26 countries.

1930	Foundation of London office
1978	Dubai & Brussels
1985	New York
1988	Hong Kong & Tokyo
1989	Paris
1991	Warsaw & Madrid
1992	Singapore
1993	Moscow & Budapest
1994	Frankfurt
1995	Prague
1997	Beijing
1998	Milan, Rome & Bangkok
1999	Bratislava
2000	Amsterdam & Luxembourg
2001	Antwerp & Hamburg
2002	Shanghai
2007	Riyadh (associated office), Mannheim, Düsseldorf & Abu Dhabi
2008	Bucharest (associated office), São Paulo, Munich and establishment of referral agreement with Trilegal in India
2010	Doha, Sydney, Athens (representative office), Perth & Jakarta (associated office)
2011	Belfast

Our people



James Lockwood



Alan Paul



Akshay Agrawal



Rebecca Woo



Megan Hehe Chen



Peter Banks



Mona Vaswani

“The lawyers here are great people who really appreciate the support we give them. It’s fascinating working with so many different cultures around the world. If you want to develop, you can. I started as a PA in Finance, and now manage IT teams across our international network.”

Heather Webster

Head of Global IT Support and Relationship Management

Our people

Exceptionally motivated people are the foundation for outstanding performance at Allen & Overy.

We attract and retain the best by providing rewarding careers and a supportive working environment, allowing all our people to maximise their potential and fulfil their ambitions. This is backed up by an array of training and development opportunities, held both in-house and externally. If you want to develop your skills, or even study for a professional qualification, then we will help and support you as much as we can.

The people we employ across Allen & Overy have a number of qualities in common – qualities which reflect those of the business. They are committed, flexible, innovative, client-focused and commercial.

Work is important of course, but it's not everything. We recruit people who lead busy lives – people who work hard but often have a variety of interests outside the office.

We think well-rounded individuals who are comfortable working in a team fit in with each other and with their clients, so we actively encourage our people to maintain their interests, and often run a number of clubs and events to help them.

We also feel a strong responsibility for the communities in which we operate. We run an active programme of pro bono and community projects, and our people are genuinely enthusiastic about getting involved. Last year our lawyers spent over 57,000 hours on pro bono and community-related projects, and this doesn't include the

considerable amount of time also contributed by our professional support staff.

Diversity and inclusion are also extremely important to us. We believe in recruiting staff from a wide variety of backgrounds to make sure we find people with the greatest potential. Genuinely competitive organisations serious about investing in the future cannot afford to take a narrow view of recruitment.

“Our objective is to attract and retain the most talented people from a wide range of backgrounds and to motivate them to perform at the highest level.”

Sasha Hardman
Associate Director, HR

Allen & Overy in Belfast

Allen & Overy's move into Belfast is a significant and exciting step for us. It heralds a new way of operating to ensure we continue to provide the highest-quality service and remain competitive around the world.

Our aim is to be an employer of choice here and we look forward to becoming a familiar part of the local business community.

When considering where to set up our new office Northern Ireland stood out for providing the highly-skilled people we needed to meet the high standards of service our clients expect from us.

Our arrival in the city represents a fundamental, structural, long-term change to how we operate. This will be the first Allen & Overy office wholly dedicated to providing the very best services to our lawyers and others throughout the business.

We plan to be fully open in autumn of this year, and we expect our headcount in Belfast to total over 300 by 2014 – which is six per cent of our 5,000 people globally. This would make it our fourth largest office. The bulk of our operation here will consist of some of our key central support services, such as IT, HR, Finance, Library and Business Services. Up to 60 legal roles will also be created in a new Legal Services Centre, which will handle elements of our legal work and play an increasingly important role in how we deliver legal services to clients.

Commenting on the move, global managing partner Wim Dejonghe said that it was about “reshaping the firm for the future”.

“The way global legal services are being delivered is changing,” he said. “We have to meet that challenge and proactively offer increased efficiencies and alternative resourcing to our clients, but with the reassurance and quality they expect from Allen & Overy.

“Establishing capacity to do this in-house in Belfast guarantees that quality and value.”

He added: “There is no doubt in my mind that our Support and Legal Services Centre will become strategically important to our business as we continue to strengthen our international presence. As such we hope that what we have to offer will be seen as an attractive opportunity for the local workforce.”

“When considering where to set up our new office Northern Ireland stood out for providing the highly-skilled people we needed”

Wim Dejonghe
Global Managing Partner

Allen & Overy in Belfast



Wim Dejonghe
*Global Managing
Partner*

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Your benefits

Our staff and the wealth of local knowledge and global expertise they bring are our biggest assets. Our employee benefits package has been developed to reflect this.

We offer

- Competitive base salary
- 23 annual leave days, ten public holidays
- Bonus (payable with seniority and depending on business and individual performance)

We also offer flexible benefits which include

- Employer-sponsored, contract-based pension scheme
- Private medical insurance
- Life assurance
- Permanent health insurance
- Childcare vouchers
- Employee assistance programme
- Personal accident insurance
- Holiday trading
- Health assessments
- Gym membership (corporate discount)



Working in Library Services

Join the Library and Research team at Allen & Overy and contribute to a highly valued service that underpins the success of our lawyers around the world.

We support more than 2,800 lawyers who provide the world's biggest businesses with the best legal advice there is. We have a culture of excellence here which is second to none.

The Library and Research function plays a pivotal role in the training of our lawyers, the support of our clients and the development of best practice.

The team encompasses all aspects of the information profession – producing bespoke research pieces, delivering authoritative training, responding to legal and business queries and managing the extensive hard copy needs of our lawyers.

We work with the best, so we are looking to recruit only the best. We want proactive people who can deliver and contribute to the wider team and help us to develop our service even further.

Our people in Belfast will be an integral part of the wider team and work very closely with their colleagues in London.

They will have specific responsibility for:

- dealing with enquiries from across our global network, sometimes to tight deadlines
- conducting research into key topics affecting Allen & Overy, the legal sector and the wider business world
- the purchase and cataloguing of all our books.
- supporting the international growth of Allen & Overy
- contributing to the evolution of our best practice for the cataloguing and management of sources of information.

We offer excellent career opportunities and welcome applicants who want to be members of our dynamic team.

Our move to Belfast is an exciting time for Library Services as it offers us many opportunities to develop our service further.

I hope you'll agree that the opportunities it provides are well worth a look.

Sarah Fahy
Global Head of
Library Services
Allen & Overy



What next?

If you are interested in applying for a role within Allen & Overy in Northern Ireland, or for further information about any of the exciting opportunities on offer, please go to: www.brightwaterNI.com/allenoverly or contact the appropriate Brightwater consultant.

General Enquiries

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Library Services

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Business Services

Ruth McDonald for Business Services positions, including Document Management, Document Production, Document Checkers and Design centre positions.
Email: r.mcdonald@brightwaterNI.com

Finance

Joanne Bloomer for Finance positions, including Payroll, Revenue, Credit Control, Qualified Accountants and Analysts.
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Human Resources

Stephanie Mulholland for HR positions, including generalist, recruitment specialists, International Assignment Services and HR Administrators.
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Information Technology

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Legal Services

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Allen & Overy is the collective name for an international legal practice comprising Allen & Overy LLP and its subsidiary undertakings. Allen & Overy and A&O mean Allen & Overy LLP and the other partnerships, corporations and other undertakings which are authorised to carry the name "Allen & Overy".

Allen & Overy LLP is a limited liability partnership registered in England and Wales with registered number OC306763. A list of members' names and of the non-members who are designated as partners is available for inspection at One Bishops Square, London E1 6AD, United Kingdom, which is also Allen & Overy LLP's principal place of business and registered office. For more information visit our website at www.allenoverly.com

The term partner is used to refer to a member of Allen & Overy LLP or an employee or consultant with equivalent standing and qualifications or an individual with equivalent status in one of Allen & Overy LLP's affiliated undertakings.

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