



“Working in partnership, we help you recover your costs so you can focus on growing your business”

GRADUATE TRAINING PROGRAMME INFORMATION PACK

FOR MORE INFORMATION, PLEASE CONTACT THE REGIONAL MANAGER OF YOUR CLOSEST BRANCH OFFICE.



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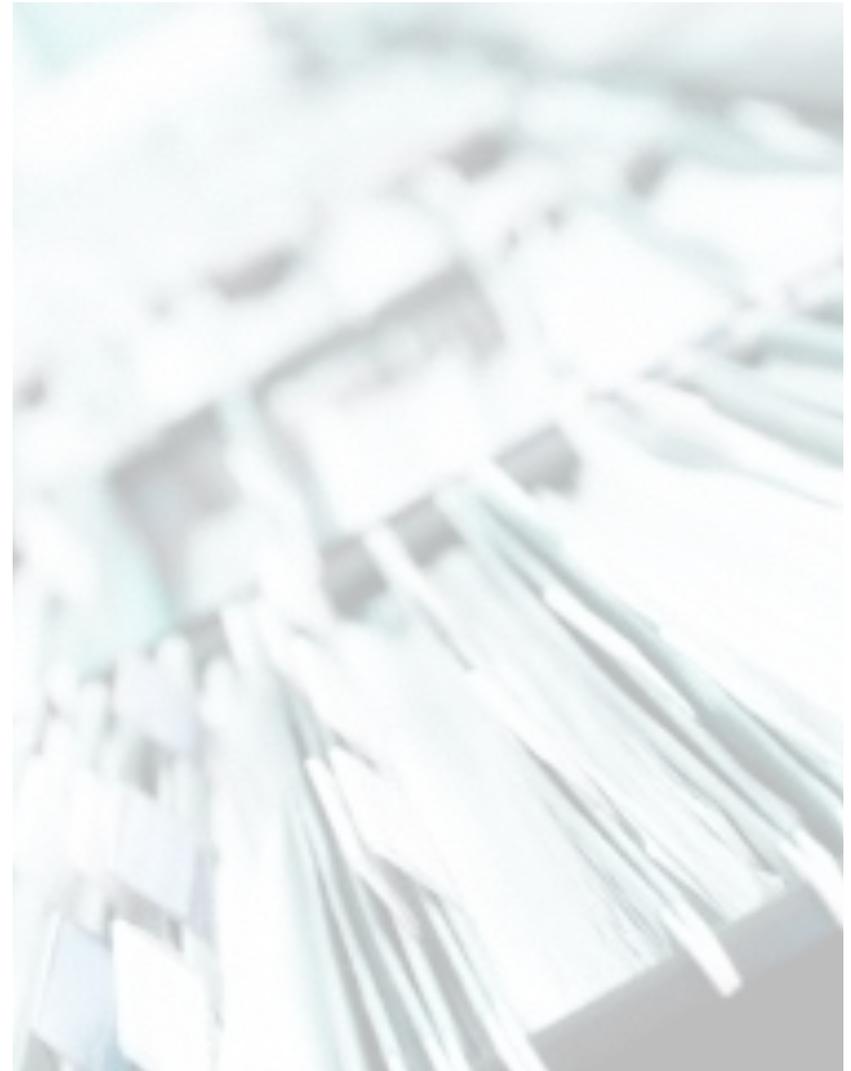
Hello,

Thank you for your interest in applying for the John M Hayes Graduate Training Programme.

This information pack has been designed to provide you with all of the information you may need to know about the position and training opportunities available within the company. It will also provide an insight into the experience required and qualities necessary to be successful in the role of a Trainee Law Costs Draftsman.

At John M Hayes, we believe that employing the right people is paramount to the continuing success of the company. For those who meet the standards required to complete the Legal Aid Training Programme, it is an extremely rewarding and sometimes challenging career, with opportunities available for continual professional development and financial reward by way of our generous monthly bonus scheme.

We look forward to receiving your application and wish you every success throughout the process.



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What is a Costs Draftsman?

If you are successful in your application for this role, you'll quickly learn that this is somewhat of a million dollar question, and a firm favourite among family and friends.

Following the successful conclusion of any legal case, the question of costs owed to the fee-earners responsible for having undertaken work in the matter, must be determined in order that payment can be made. The role of a Costs Draftsman is therefore to curate and examine the work undertaken, be that items of correspondence sent and received, or documents prepared, and to thereafter draft a claim for costs.

Part of the role of the Costs Draftsman is to master the completion of the different types of claims to be made, in a variety of different contexts and situations, hence why a

keen eye for detail and accuracy are qualities we actively seek in prospective employees.

In reality, the role is far more varied and diverse than just the preparation of the claim for costs. In privately-funded matters, there will inevitably be dispute about the level of costs claimed, and it will fall to the Costs Draftsman to negotiate the settlement and payment of those costs, sometimes necessitating the preparation of formal Points of Dispute or Reply, and even the odd appearance at Court.

The involvement of a Costs Draftsman isn't necessarily left until the conclusion of a case either; some Draftsmen become trusted advisors to particular Clients, whilst others prepare Costs Budgets and High Costs Case plans during the timeline of the case itself.

It really is true to say no two days and no two files are ever the same. Our best piece of advice? **Apply today**, and find out for yourself.

Solicitors need to be paid for the work they do. There has to be a system of quantifying the costs of the work they do, and this is where a Costs Draftsman comes into play.

- Kate Oliver, CEO

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Here at John M Hayes, we pride ourselves on the standard of the training programme delivered to our graduate trainees.

“We have a reputation amongst our competitors and peers for the training we give. We don’t believe any company of its kind has the emphasis upon training that we do.”

- John M Hayes

During your first year at John M Hayes, you will be assigned a dedicated trainer who will be responsible for the delivery of the Legal Aid training programme on a one-to-one basis, and for supervising your transition from a trainee to a fully fledged Law Costs Draftsman with promising career prospects.

Your trainer will be an expert in their own right, with years of experience, and your first port of call should you develop any queries. We’d even be willing to bet that your trainer started in exactly the same position as you.



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In addition to delivering the training programme, your trainer will also be responsible for supporting you in achieving your monthly target, both comfortably and consistently.

smaller processes which all form part of the bigger costs picture.

And of course, you’ll be enjoying early responsibility and becoming a vital part of the team here at John M Hayes.

The training programme here at John M Hayes is extremely rigorous and whilst it seemed intense at first, I was so well supported that I was able to gain a varied and in-depth knowledge of the different subject areas very quickly.

- Laura Stafford-Smith, 2014 Trainee

As you might expect, life as a Trainee at John M Hayes is somewhat different to life at University. You’ll be undertaking on-the-job training and applying information and skills you’ve learned instantaneously. Gone are the days where a purely theoretical knowledge will suffice.

You’ll be getting to grips with the industry itself as well as your colleagues, and starting to piece together the various



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Job requirements:

Prospective candidates must be educated to degree level; whilst a law degree not required, a 2:1 in your chosen discipline is a necessity, as is the ability to demonstrate and apply strong numeracy and literacy skills.

The ideal candidate will also:

- Be ambitious and self-motivated;
- Pay meticulous attention to detail;
- Demonstrate a willingness to learn and engage with the training process;
- Be target-focused, and committed to regularly exceeding targets;
- Be able to accept constructive criticism and learn from mistakes;
- Be able to demonstrate use of initiative with some supervision;
- Be a team player, willing to share ideas and assist other when required.



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Salary and career progression:

- Annual salary of £18,000 with the opportunity to begin earning an uncapped productivity-related bonus towards the end of the training period.

Upon completion of the Training Programme, graduates will be given the option to work as a self-employed Consultant Law Costs Draftsman or as an employed Costs Draftsman with an attractive salary, bonus scheme and pension.

It is anticipated that graduates will continue to undertake further on-the-job training following completion of the Training Programme and will continue to develop their professional skills in accordance with legislative changes and updates.

Support will be provided to those wishing to undertake the Association of Costs Lawyers Qualification course.



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APPLICATION PROCESS

If you believe you possess the necessary skills and love the sound of working for John M Hayes, please apply by sending us a copy of your CV and a covering letter to recruitment@johnmhayes.co.uk.

If you are successful after the initial stage of your application, you will be contacted and invited to attend an aptitude test. If you do not come from a legal background, it may be advisable to conduct some research as to basic legal principles prior to completing this stage.

Following successful completion of the aptitude test, you will be invited to attend an interview with the Regional Manager of the branch within which you will be employed if successful.

For details of vacancies currently available, please refer to the recruitment page of the John M Hayes website. If no opportunities are available but you would wish to be considered for future vacancies, please email a copy of your CV to the Regional Manager.

