

# Working at Capsticks

At Capsticks we're a people first business and that's reflected in our Motivated Teams strategy, which is all about how we give our people the best possible opportunity to thrive and succeed.

## WHAT CAN YOU EXPECT FROM YOUR CAREER AT CAPSTICKS?

You'll be joining a business with real purpose, vision and values. Our purpose is to deliver results that matter for organisations that themselves make a difference. Our vision is to be the go-to advisers for those organisations. And our values are: people first, doing the right thing and forward thinking. We've put our purpose, vision and values into a timeline of what we've been making a priority since 2021, and what we're looking to achieve by 2025.



We're proud to work for clients who make a difference. We're the go-to advisers in the business when it comes to advising the NHS, social housing providers, professional regulators, the emergency services and private healthcare providers. We're doing increasing amounts of work in local government too. Don't just take our word for it – in our recent client survey we achieved a client satisfaction index of 88% (up nearly 3% from previous scores) and 8.8 out of ten of our clients said they would work with us again. We're also rated as a top-tier firm by the independent

directories and regularly receive testimonials from our clients who truly value the time we take to understand their business.

We're also independently rated as an outstanding place to work ([Best Companies index 2022](#)). Our unique, friendly and professional culture is founded on those three inter-related values: people first, doing the right thing and forward thinking. They're reflected in everything we do, every day.

## Your career

We've got competency frameworks for everyone whatever stage you're at, and our unique Academy dedicated to providing you with informed and engaging learning and personal growth opportunities.

## Our 80:20 deal

For our lawyers, chargeable targets are set so that achieving those targets should take up a maximum of 80% of your working time. The balance (so a day a week equivalent if you're full time) is for you to think about how best you want to contribute – by getting involved in a tender, taking on people management responsibilities or working towards a personal bonus by doing more chargeable work.

## Flexibility by default

We believe in giving everyone flexibility in how and where we work. We have a core-hours system of 10am to 4.30pm and it's then up to you and your team leader to discuss and agree how you work the balance of your hours. We don't mandate particular days in the office, but work that out team by team. Most of us are in the office about 40% of the time. As a people first business we want people to be connected and we achieve that with a healthy mix of in-person and online events and activities.

## MENTAL HEALTH AND WELLBEING

We're firm believers in doing everything we can to keep people well at work. We've got a comprehensive programme from 121 support to our specialist employee assistance with an external provider. We're signatories to the [Mindful Business Charter](#), have a mental health first aider programme and a unique reflective practice forum in partnership with Hello Self – a safe space overseen by a clinical psychotherapist where you can decompress from the pressures of work.

## CONNECTION

It's important to us that everyone feels part of Capsticks and has access to internal networks that foster connection and collaboration. So we've created plenty of opportunities for our colleagues to do just that:

- Capsticks Connections – quarterly firm wide presentations and talks from interesting guest speakers. We've covered subjects such as; imposter syndrome, trans rights in the workplace, International Women's Day, Black History Month, LGBT+ allyship, South Asian Heritage Month and lots more
- Various internal working groups focused on sharing knowledge and information, collaboration and learning including: People First – our employee engagement working group, Big Ideas and Growth (BIG) – our Business Development working group in Leeds, and various sector-led working groups across all offices
- Our four Employee Network Groups (CREATE, Prism, Shine and OWN) enable people from across all offices, divisions and levels to create a safe space for colleagues to connect, share personal stories and importantly, feel heard
- We have a range of office-based sports clubs including netball, football and walking, and for those looking for slightly less action, we also have office-based book clubs, theatre clubs and regular bake offs and quiz nights. Now we just need someone to set up the Capsticks Choir...
- Finally, our internal social platform, Yammer, allows us to connect in more informal ways through various community interest groups including our very important 'Pet of the week', 'Binge-worthy boxsets' and 'Gardening chat' groups to name a few!

## BEING A RESPONSIBLE BUSINESS

### Good governance

That's about important things such as having an open, honest and supportive reporting culture.

### Equity, Diversity and Inclusion

We value diversity and we're committed to creating an inclusive and supportive working environment where everyone is able to be themselves and reach their full potential. We have an EDI strategy and plan that we're really passionate about. You can read all about it [here](#). Priorities for us include; positive action to improve diversity in leadership; recruiting and retaining the best people in an inclusive way; and celebrating the diversity of our people and the clients we represent, with a unique programme which combines education with fun – and food!

### Environment

We're well on the way to becoming a carbon net zero business by 2024. You can read about all the commitments we've made in our [environmental and sustainability plan](#).

## Inclusive recruitment

As a firm, we're committed to providing equal opportunities for all and therefore we welcome the unique contributions that you can bring in terms of your education, background, culture, ethnicity, race, nationality, sex, sexual orientation, gender identity, age, disability, neurodiversity, religion and beliefs.

We will make reasonable adjustments to our application and interview process to ensure that you have the best chance of success. We understand that there's not a "one size fits all" approach to adjustments so our team will work with you individually to understand more about your requirements. If you have any questions please contact our Recruitment team on [talentacquisition@capsticks.com](mailto:talentacquisition@capsticks.com).

## Our rewards and benefits

We offer a competitive salary and wide range of [benefits](#), as well as a wide range of bonus schemes. Whether you're a lawyer or working in our business services teams, you'll have access to at least one bonus scheme. For lawyers our schemes are generally linked to hours / billing targets and for business services we pay out an extra week's pay for everyone when as a firm we meet our budget target. The scheme has been in place for the last three years and the bonus has been paid each year.

If you'd like to book a call with us please email [talentacquisition@capsticks.com](mailto:talentacquisition@capsticks.com) and one of our team will get back to you.

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