

Responsible Business Manager

12-month FTC

ROLE OVERVIEW //

The Responsible Business department is a collaborative, dynamic team leading on sustainability and responsible business at the firm. The team helps lead the delivery of the firm's responsible business strategy, which spans our role as an employer, our client relationships, governance and supply chain and our role in society.

We are looking for a self-starter, with a growth mindset that is motivated to deliver to the highest standards in everything that they do.

You will work closely with the Sustainable Business Director and the wider Responsible Business team, as well as partners who act as sponsors to strategic projects. Your role will focus on reporting, risk management, and sustainable procurement including working across all Business Services functions as you advise and support them to implement changes and initiatives that support the firm's responsible business commitments. You will have line management of the Responsible Business Adviser, working closely on sustainability reporting and communications.

KEY RESPONSIBILITIES //

The key responsibilities of this role are set out below and there may be others which are not listed. You may be required on occasion to work outside our normal working hours of 9:30am to 5:30pm.

Strategy and implementation

- Support the Sustainable Business Director to drive forward the implementation of the responsible business strategy, identifying evolving priorities and translating them into actionable programs, pilots, or internal system improvements.
- Build effective working relationships with internal key stakeholders for cross functional co-ordination, to collaborate and embed sustainability principles across the business with credibility and momentum.
- Support the management and work of the Responsible Business Committee.
- Maintain an overview of all ongoing projects and partnerships, ensuring that they are being delivered to time and budget.

- Be seen as a credible expert who can constructively advise on sustainability and responsible business matters.

Reporting and impact evaluation

- Lead the production of the annual Sustainability report, working closely with the marketing team and key stakeholders from across the firm.
- Lead accurate and timely responses to client reporting requests & pitches, including supporting the Pitch team and wider business development function team.
- Consolidate and embed KPIs to measure and track progress on sustainability and responsible business across the business.

Strategic projects 2026

- Continue to embed sustainability considerations into the procurement and supplier management model, for example, modern slavery.
- Assess the ESG risk profile and mitigation controls.
- Build employee skills and know how about how to integrate responsible business into their roles.
- Ongoing development of an AI ethics strategy.
- Support the planning and delivery cycle for the Responsible Business team.

CANDIDATE PROFILE //

Candidates for this position must have:

- At least 3-4 years' experience at the manager level of responsible business in a professional services context

- Excellent organisational skills, consistently delivering results on time through effective planning and project management
- The ability to juggle multiple tasks and projects and competing demands
- Excellent interpersonal and communication skills, written, spoken and presentational
- The ability to write persuasively in clear, succinct language
- Exceptional attention to detail, minimising errors and consistently producing high quality work
- Strong IT skills and confident with MS Office (at least intermediate standard in Word, Excel and PowerPoint)
- Strong analytical skills and experience of using data to evidence impact
- Reliable under pressure
- A confident, proactive attitude, prepared to take a hands-on approach and use their own initiative
- The ability to deal confidently with Partners and senior members of the firm
- The ability to be flexible and willing to take on new challenges
- The willingness to contribute to an inclusive and co-operative working environment
- A high level of professionalism and integrity, displaying the highest standard of professional ethics
- Awareness of the principles of confidentiality in the context of dealing with sensitive information.

You will also be expected to display the attributes set out under the firm's Key Behaviours for Business Services staff for this level of role. Below are the most relevant for this role:

- Technical & professional expertise
 - Service excellence
 - Drive to deliver
 - Analysis & judgement
 - Communication & influence
 - Working with others
 - Leading & managing people
 - Resilience
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OUR RECRUITMENT PROCESS //

We anticipate this being a two-stage process:

1ST INTERVIEW	THIS WILL BE WITH TWO MEMBERS OF THE RESPONSIBLE BUSINESS TEAM
PRACTICAL ASSESSMENT	Short-listed candidates will be asked to prepare a case study for discussion during the 2nd interview
2ND INTERVIEW	This will be with the Sustainable Business Director

We welcome applications irrespective of race, colour, ethnic or national origin, disability, sex, gender identity, sexual orientation, age, religion, belief or marital status.

Slaughter and May is committed to ensuring that our recruitment processes are barrier-free and as inclusive as possible for everyone. This includes making adjustments for people who have a disability or long-term condition. If you have any questions, or require any adjustments to be made to one or both of the application or interview processes, please let your recruitment adviser know.

The purpose of this description is to provide guidance in relation to the general requirements of the position referred to. It is by no means an exhaustive list of the responsibilities that will be involved.

Any offer of employment with us is subject to the firm's receipt of a satisfactory report from its third party screening and vetting provider in respect of the successful candidate. Your adviser will be able to explain how this process works in practice in the event of any questions.

At Slaughter and May, we take the protection of your personal information seriously and we are committed to safeguarding the privacy of the personal information that you share with us, or is collected by us, during the course of our interactions with you. Our [Recruitment Privacy Notice](#) ("RP Notice") supplements, and should be read alongside, the firm's [Privacy Notice](#).

These privacy notices are always available to view within the Legal and Regulatory section of our [website](#).

Who we are //

Slaughter and May is a leading international law firm, recognised throughout the business community for its exceptional legal service, commercial awareness, and commitment to clients. We advise across the spectrum of legal matters including high-profile, ground-breaking, and complex transactions, contentious matters and all aspects of risk. We deliver innovative and bespoke solutions to our clients, domestically and internationally. We provide clear legal advice that spans the globe whilst tackling the cultural nuances between jurisdictions. Our lawyers understand how to coordinate and manage matters in the jurisdictions most relevant to our clients.

Excellence is central to everything we do, and it remains one of the first words mentioned when others are asked about the firm. We are very proud of that reputation. One reason we are known for excellence is because we have always been guided by a set of values that have been an implicit part of who we are and how we operate.

Our four core values are:

1. The highest standards;
2. Independence of thought;
3. Collective endeavour;
4. Respect for all.

They are not simply a list of characteristics. They are part of a framework, as they demonstrate our commitment to our four stakeholder groups (Our clients; Our people; The firm; Society).

At Slaughter and May, with over 1,400 partners and staff worldwide, everyone's contribution is valued, and we all enjoy an open, friendly and supportive environment. We have an underlying sense of pride in who we are and what we do, and our inclusive culture gives rise to a unique diversity of thinking, which is critical to our success and helps maintain our position as a true market leader.

Business Services Development

We offer a variety of learning and development opportunities to members of our Business Services team, including sessions open to everyone on topics ranging from personal impact and resilience to written communication. We also run a series of development programmes for supervisors and managers, as well as various bespoke team and one-to-one sessions.

Our Network of Networks

The firm has eleven employee networks run by employees and supported by partners. Collectively, we form a Network of Networks, and our aim is to foster a spirit of inclusion, both amongst the networks and the firm more widely. We work collaboratively to create a more open minded and inclusive work environment.

We strive to make people feel comfortable about bringing their authentic selves to work.

Each network offers an informal support mechanism for employees with shared backgrounds, perspectives or interests and hosts a number of exciting formal and informal events throughout the year, which are open to everyone. They're a great way to meet new people in the firm, as well as to celebrate difference and learn about a variety of experiences and perspectives.



FAMILY /



CHRISTIAN /



MUSLIM /



J-NET /



THRIVE /



DIVERSE /



PRISM /



GEN /



EMPOWERED /



SOMO /



ONE-EARTH /