



THREE CROWNS LLP

ROLE PROFILE: HUMAN RESOURCES MANAGER

LOCATION: LONDON, PARIS OR WASHINGTON, DC

Three Crowns overview

Three Crowns was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign states. The firm has grown significantly in each of its offices – London, Paris, Washington, DC, and Singapore – and now comprises over 100 people, including 15 partners.

The role

The Human Resources Manager provides HR support for partners, lawyers, and business services employees across the firm, in addition to leading and supporting a variety of people and development projects that are firm-wide in scope.

The role reports to the firm's Director of Human Resources, based in London.

Responsibilities include but are not limited to:

- Developing and implementing HR strategies and initiatives aligned with the overall business strategy, with a focus on people and development.
- Advising and assisting with firm compensation and benefits programmes.
- Providing performance and talent management guidance to partners, lawyers, and managers.
- Managing complex employee relation cases across multiple jurisdictions; conducting thorough and objective investigations and recommending practical and commercial solutions to resolve issues.
- Working collaboratively with the firm's other business services teams and office managers.
- Contributing to firm-related diversity and inclusion initiatives.
- Maintaining up to date knowledge of HR-related and legal industry subject matter across multiple jurisdictions, and advocating for appropriate changes to policies and procedures.



- Mentoring and coaching the HR Advisor and HR Assistant, supporting their ongoing professional development.
- Deputising for the Director of Human Resources where required.

Skills and knowledge

The Human Resources Manager will possess:

- A bachelor's degree or equivalent experience.
- A minimum of seven years of human resources experience in law firms, with at least two years of management experience.
- Substantive experience, and a practical understanding, of UK, French, Singapore, and/or US employment law and related HR issues and responsibilities.
- A strong background in employment law, employee relations, performance management, compensation and benefits, and lawyer development.
- An international mindset, ideally complemented by HR experience of working across multiple jurisdictions.
- Fluent English language skills (both written and spoken). Additional languages such as French a plus.
- Highly effective interpersonal skills.
- A collaborative working style.
- Excellent attention to detail and able to produce work to the highest standard of accuracy.
- The ability to see the big picture, and to remain calm under pressure.
- A client service mindset, with a solution-focussed approach to problem solving.
- Experience of implementing or optimising HR technologies, such as HRIS and ATS, a plus.