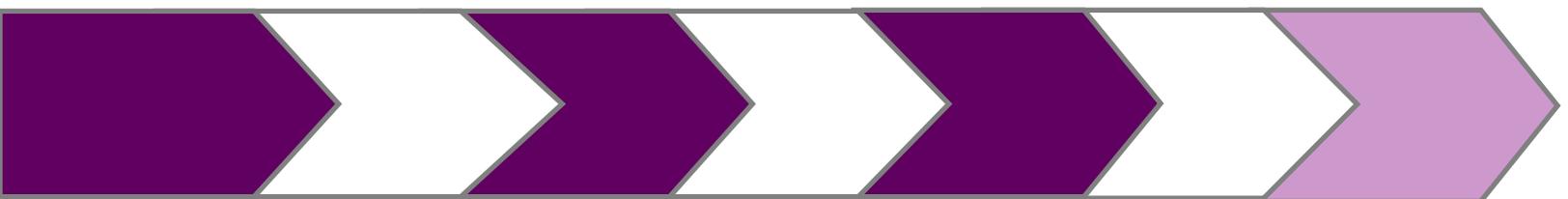




SALARY & MARKET REPORT

LEGAL SUPPORT STAFF

2017



A note from our Director

Welcome to the Barratt Galvin salary survey for Legal Support Staff - 2017. We are delighted that as either a candidate or a hiring manager, you are taking a keen interest in what is on offer within your local market as well as abroad.

This is our second year providing this report and it is our hope that this guide can be used to assist you in any job search or recruitment decisions you will face this year. We are appreciative of the time dedicated by all participants and encourage everyone who is reading this to take part in the survey next year. The more data we collect, the better picture we can provide of the market.

Official survey data has been collected from Sydney-based candidates covering salary data, job search methods and timing, as well as overall job satisfaction and engagement.

As we are an agency providing international recruitment services, we have also included market information and data based on our placements within the London and Middle East markets.

We hope you enjoy the report and welcome your feedback or enquiries.

Laura Galvin



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SYDNEY

Legal Support Staff recruitment in the Sydney market started strong in the 2016-2017 financial year and showed no signs of stopping with regards to the number of jobs available. We have seen an even spread of roles available within top tier, mid tier and global firms as well as leading Sydney practices and small boutique firms. A small number of people were unfortunately affected by redundancies, within both global and mid tier firms. With the number of positions available, those of our candidates affected in this manner were assisted into new roles swiftly.

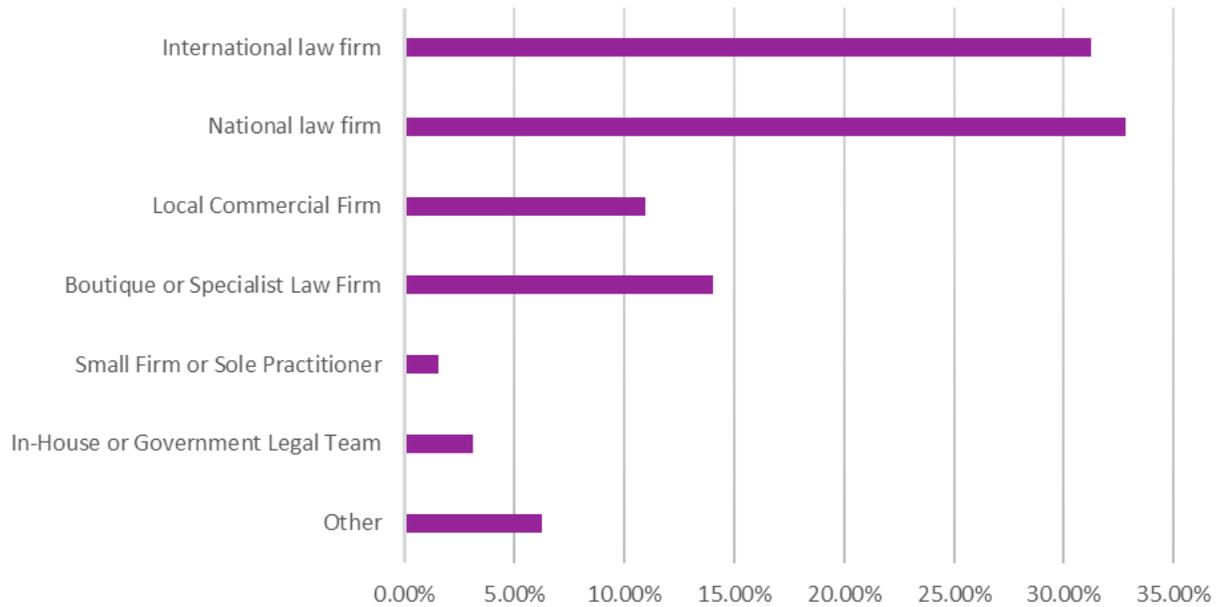
Over the last twelve months we have seen the most movement from within the Property practice area. The most competitive level for firms to attract secretaries remains at the intermediate level of 4—5 years' of experience. As was discussed in our previous report, this is largely due to the lack of investment in junior secretarial programs within the last 5—10 years. With such high demand at the intermediate level it is our expectation, and also remains our strong recommendation, that firms commit to adding value to the industry by attracting and developing talent from a junior level. Structured programs that promote senior secretarial staff into mentoring or co-ordinator style roles will provide a path for future career development thus increasing engagement at a senior level.

We would like to make note of the data presented in relation to salaries of senior secretaries with 11 years + experience. This category also included the title EA/PA. This data shows that the majority in this category are earning less than those at 6—10 years experience, which would seem counter-intuitive. It is our opinion that this disparity is due to the range in size of firms at which our surveyed secretaries are employed, combined with the shift of intermediate-level secretaries, rather than senior-level secretaries, being hired into Legal PA/EA roles within the industry.



WHO WE SURVEYED

WE SURVEYED LEGAL SECRETARIES FROM VARIOUS COMPANY-TYPES, AS FOLLOWS:

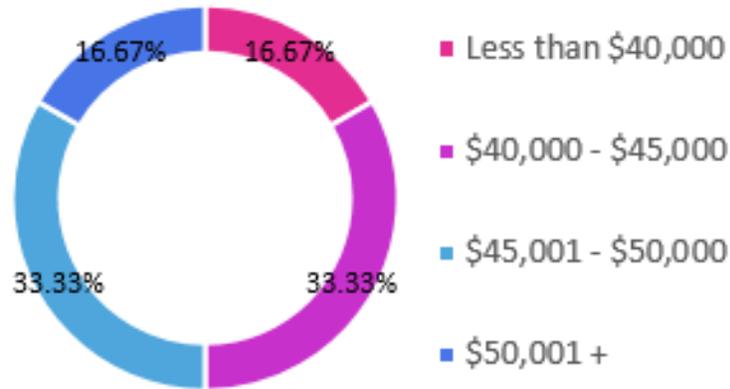


Those who ticked 'other' indicated that they are legal support staff in the Property and Banking & Finance industries.

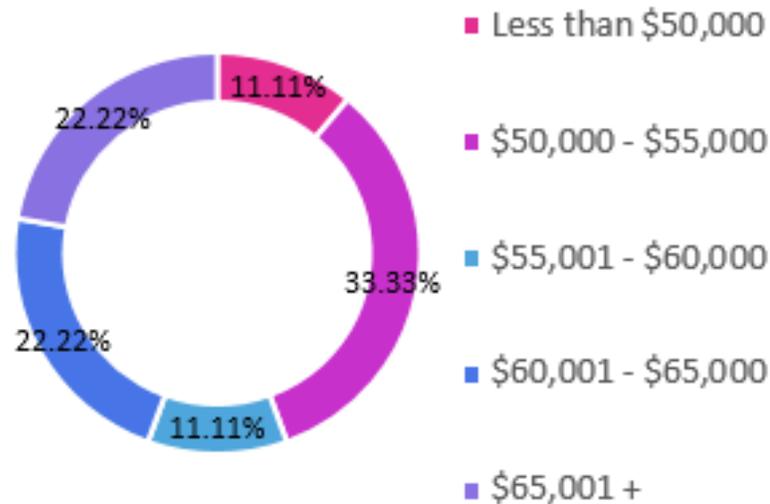


SALARY REPORT JUNIOR LEGAL SECRETARIES

Junior Secretary (0-12 months) Salary Package



Junior Secretary (1-3 years) Salary Package

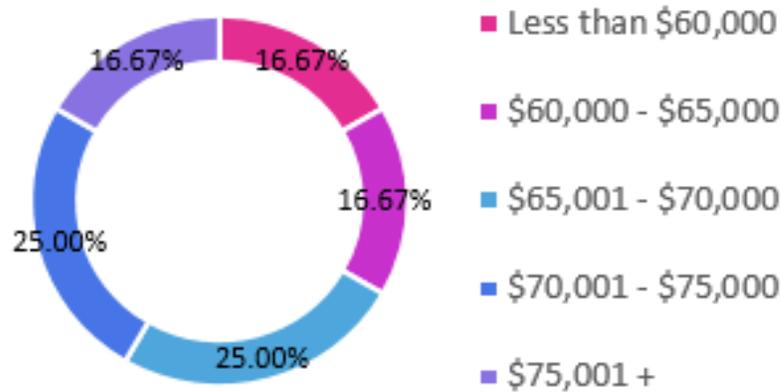


ALL SALARIES ABOVE ARE BASE SALARY + SUPERANNUATION (9.5%)

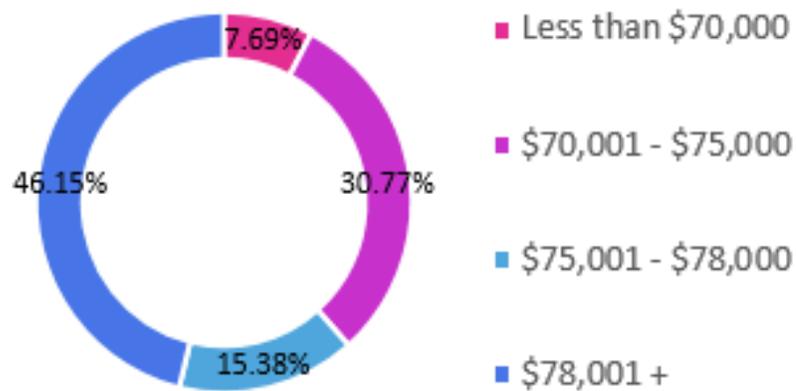
All salaries represent the average calculated from the total data collected

SALARY REPORT EXPERIENCED LEGAL SECRETARIES

Intermediate Secretary (3-5 years) Salary Package



Senior Secretary (6-10 years) Salary Package

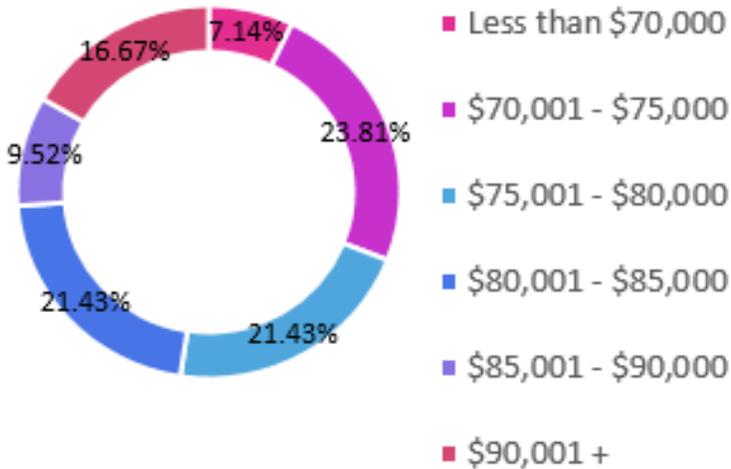


ALL SALARIES ABOVE ARE BASE SALARY + SUPERANNUATION (9.5%)

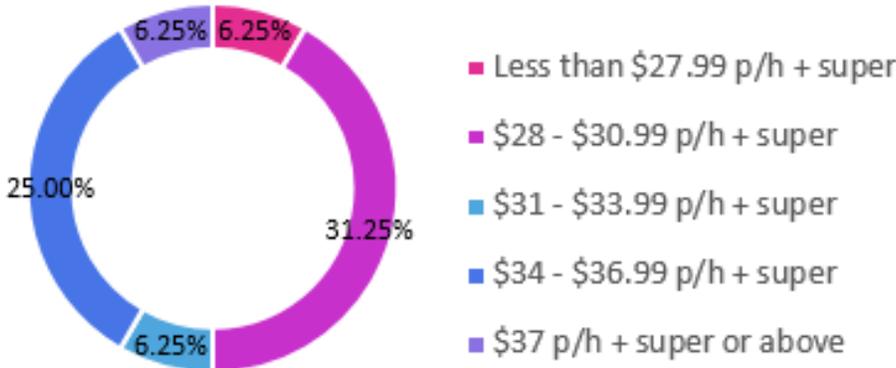
All salaries represent the average calculated from the total data collected

SALARY REPORT EXPERIENCED LEGAL SECRETARIES

Senior Secretary (11+ years), Secretarial Coordinator, or Executive PA/EA Secretary Salary Package



Temporary Legal Secretary Hourly Rates



ALL SALARIES ABOVE ARE BASE SALARY + SUPERANNUATION (9.5%)

All salaries represent the average calculated from the total data collected

JOB SATISFACTION & SEARCH

The data in this report shows that the majority of secretarial salaries in Sydney are still sitting at a senior level. This is continuing to put increasing pressure on firms when it comes to providing motivation and engagement through salary increases. It is just not possible in any business structure for salaries to continue to climb for members of staff who are not responsible for increasing the level of business that the firm attracts. In essence, if you are not a fee earner there is at some stage going to be a ceiling which your salary will reach. Many firms are appreciative of this and have begun rolling out bonus schemes to support staff in recognition of their contribution to the firms success.

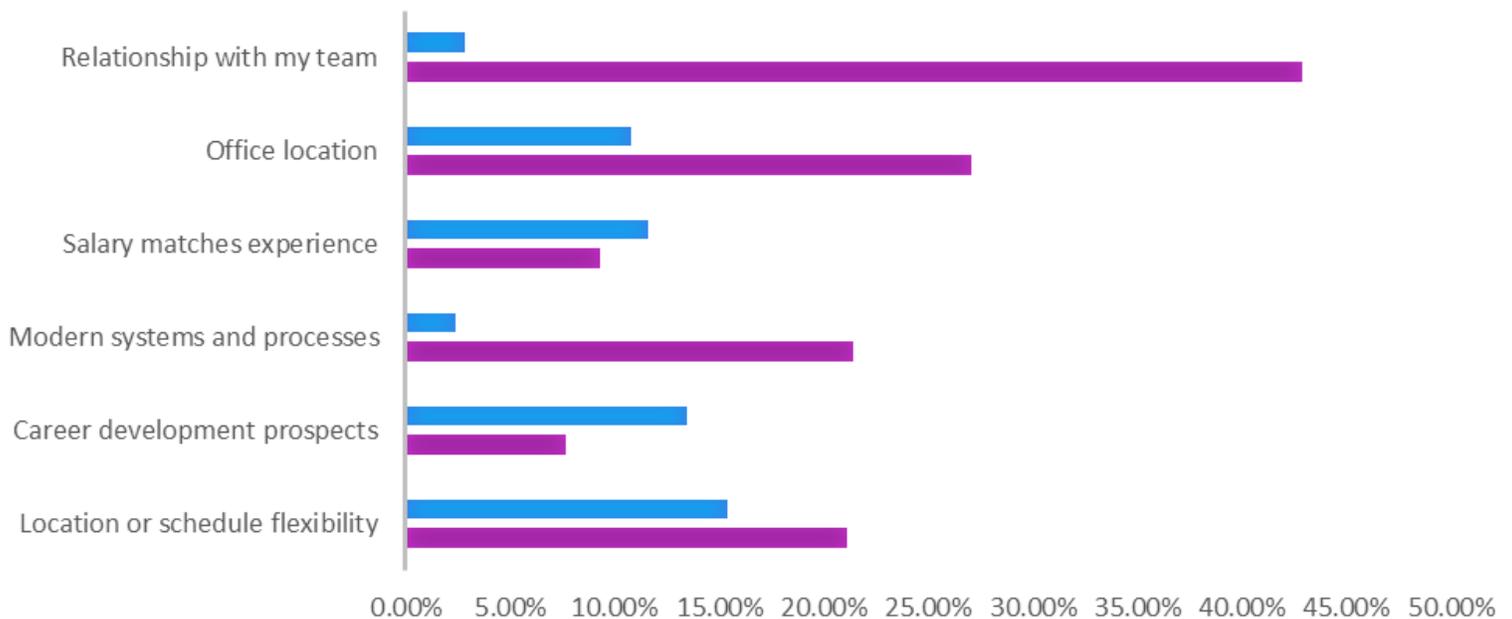
Traditionally we have seen that firms are reluctant to hire candidates into a secretarial role who have completed or are nearing completion of their law degree. This still remains the norm, however we are seeing a small number of firms change their stance on this. Candidates from this sort of background are eager to perform in a legal environment, therefore are proving to be extremely engaged in their roles. The longevity that they are expected to have in these support roles remains roughly around two years, which is no different to a junior to intermediate legal secretary who is classically trained.

We anticipate changes to recruitment strategies over the next twelve months due to the continued candidate shortage. Our recommendation would be for more firms to consider candidates who have studied and also to look at how to better engage their senior staff. With salaries so high it is without doubt that firms who are serious about attracting and retaining the best staff will be finding new ways to engage with their employees and future hires about what it is that they want.

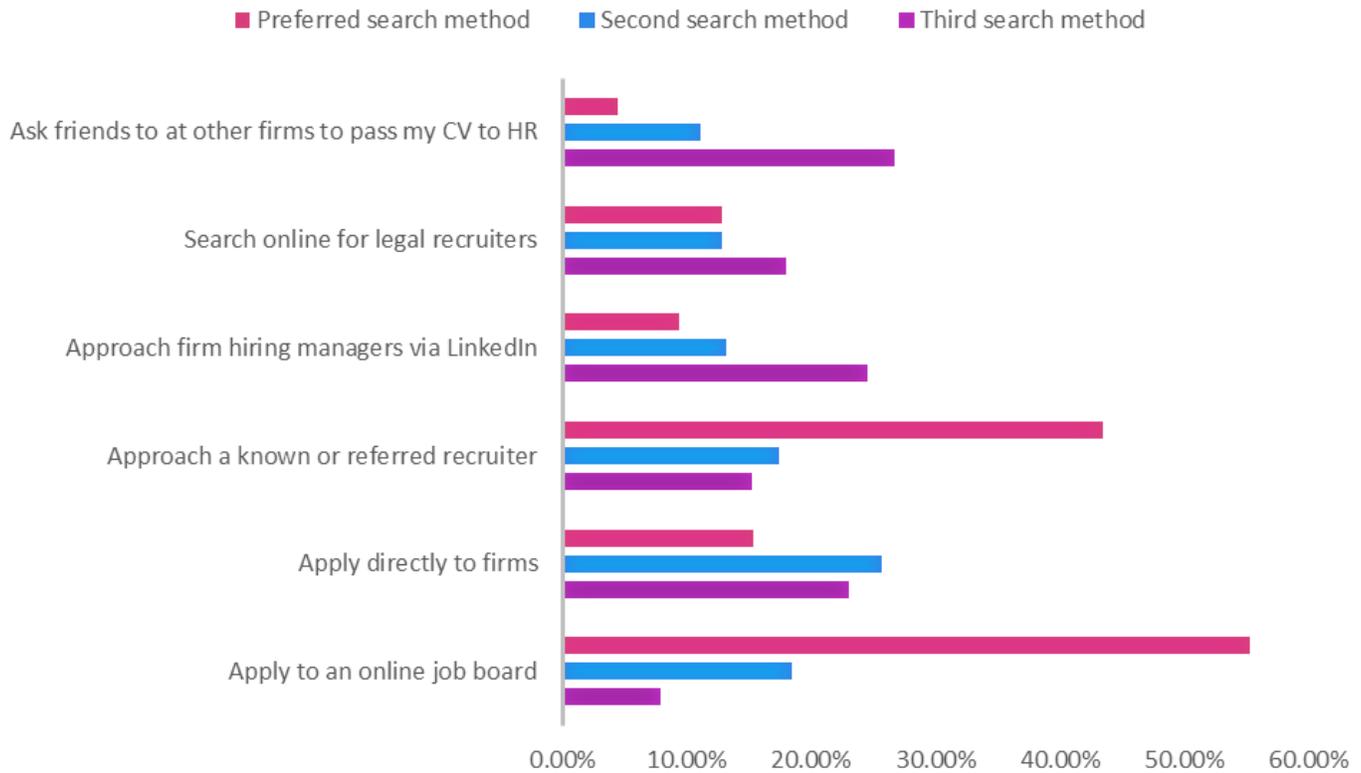
The legal community has always been a competitive one with many firms striving to offer the absolute best. The number one reason people move jobs is to “look for a new challenge”. Launching mentoring or co-ordinator style programs would see senior staff with something new to aim for as well as provide a draw card for junior candidates looking for an environment that provides strong training and development.

JOB SATISFACTION POLL

■ Least Satisfied ■ Most Satisfied

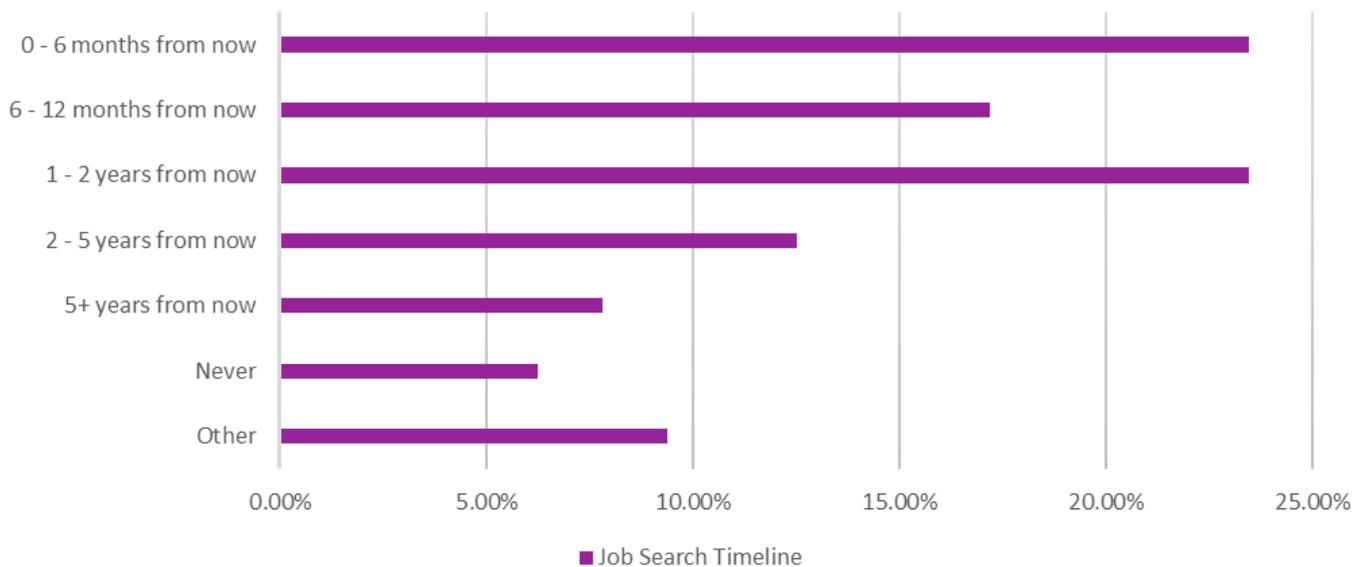


JOB SEARCH METHODS



JOB SEARCH TIMELINE

OUR SURVEY GROUP INDICATED THEY WOULD LIKELY SEARCH FOR A NEW ROLE ACCORDING TO THE FOLLOWING TIME-FRAME:



Those who ticked 'other' indicated that their job search timeline would depend upon a role becoming available in a certain suburb, or dependent upon personal circumstances such as family or visa status.

LONDON

The last 12 months have been tumultuous in the UK with the lead up to Brexit, the result which followed causing shock to many, ongoing political unrest and of course devastating terrorist events of Westminster, London Bridge and Manchester. That being said, we are not seeing many adverse affects within legal with job rates remaining strong. Similarly, we are not seeing Australians being deterred by any of these events with enquiries regarding moving to London remaining high. In fact, 2016/2017 has been our busiest year to date for London recruitment and we are looking forward to further growth in this sector of the business.

When it comes to hiring Australian legal support staff, interest from international firms remains very high. The skill, calibre, and professionalism that is developed here in Australia is highly sought after. A move to London could see you working in firms with up to 3,000 staff in one office. Benefits differ slightly in the UK. Generally, employees are offered at least 25 days annual leave per year with that figure increasing in some firms. Many firms offer outstanding subsidized or free facilities and services within the firm premises such as on-site gyms, restaurants, coffee shops, and more. There's even one firm that comes to mind that has a hairdressing salon on-site!

The current market is looking extremely positive with recruitment levels growing year on year. In the three months leading up to this report we have seen an increase particularly within the area of Business Development, with several firms presenting offers to Australian candidates who had arrived in London.



Most Australian legal support staff will enter the UK on a Tier 5 Youth Mobility visa. This visa is valid for anyone who holds an Australian passport and is between the ages of 18—30 years old. The Tier 5 visa allows you to work in the UK for up to two years. Through family ties, some Australians also hold Ancestry Visas and Right of Abode which provide for longer periods of stay in the UK.

Overall, we highly recommend a stint in London to all legal support staff who are eligible. If you are interested in finding out more about what is on offer and what the process is, please feel free to get in touch.

LONDON SALARY CHART

Job Title	UK Law Firm	US Law Firm
Graduate Legal Secretary	£17,000 - £24,000	£20,000 - £25,000
Junior legal Secretary	£20,000 - £32,000	£22,000 - £32,000
Partner's Secretary	£32,000 - £40,000	£35,000 - £43,000
Float Secretary	£28,000 - £35,500	£37,000 - £43,000
Managing Partner PA	£33,000 - £50,000	£39,000 - £60,000
Paralegal	£25,000 - £34,000	£30,000 - £45,000
Daytime WP Operator	£29,000 - £36,000	No data received
Nighttime WP Operator	£32,000 - £40,000	No data received

THE MIDDLE EAST

When referring to working in the Middle East, it is important to clarify exactly where our clients are based and therefore what the data in this report refers to. Our clients are all international law firms operating out of GCC countries. The Gulf Cooperation Council (GCC) is a political and economical alliance of six Middle Eastern countries consisting of Saudi Arabia, Kuwait, the United Arab Emirates, Bahrain, Qatar and Oman. The majority of the legal community for the Middle East is situated in the UAE, predominantly in Dubai which is home to most international firms' head office for the region. Abu Dhabi, being the capital of the UAE, also attracts many international firms but on a smaller scale focusing mostly on government work. Dubai is by far the leader in headcount per firm and therefore our regional hub for recruitment, however we have a strong proven history with placements in Abu Dhabi, Doha and Riyadh also.

Working in the Middle East is a less publicized but still highly sought after international move for legal support staff, just as it is for expats from many other industries and from all corners of the world. The lure of living an extravagant lifestyle in a tax free environment, coupled with the location providing ease of travel, have remained the top reasons to move to the Middle East. From Dubai you can be in London in six hours, Greece in four and luxurious trips close by such as to Oman.

However in recent times, the sparkle of living in the Middle East has somewhat dimmed. After a decade of record-high oil prices it was thought by many that the price decline in late 2014 may have been a temporary market glitch. However the dramatic collapse in the price of crude oil has turned out to be a far deeper crisis than first predicted. One that has dramatically affected the level of transactions in the region and, therefore, recruitment. Energy companies have been the worst hit laying off thousands of staff, and construction firms relying on government funded projects have seen a slow down in new business. This of course affects the legal sector immensely.

Recruitment has been more cautious since the beginning of 2016, and has remained that way ever since. We are still very active in recruitment for our Middle East clients, however almost 100% of our roles over the last 12 months have been for replacement not growth. Almost all of those roles that are replacing someone who is leaving the Middle East entirely and returning to their home country.



The market slowed in 2016 and redundancies were present for both fee earning and support staff. Expats living in the Middle East find themselves in a situation where they will need to “tighten the belt” as there has been a slow down in pay rises this year coupled with a significant increase in the cost of living resulting from the removal of several government subsidies as well as inflation across the region quickly rising and VAT soon to be added. A portion of good news for local residents is there has been a small decline in rents, providing a partial reprieve in some areas.

More recently, we have seen regional tensions impacting recruitment for companies, especially within Qatar. On 5 June 2017, political tensions came to a head resulting in the UAE, Bahrain, Saudi Arabia and Egypt cutting diplomatic ties with the Qatar. There is currently a travel ban between Qatar and the other countries, placing a huge amount of pressure on firms who would regularly have staff travel from the UAE to their Qatar offices on business and vice versa.

Overall, the outlook for the remainder of 2017 remains uncertain. It is likely that roles will continue to be available due to replacement and preference will be given to those already based in the region. For those looking to relocate to the region our advice remains that this is not the strongest time to do so. If you have to, for example your partner has been transferred there for work, our advice is to prepare for a long job search. Whilst it’s not the norm, it’s also not unheard of for a job search within the region to continue in excess of 12 months.

MIDDLE EAST SALARY CHART

Job Title	UK Law Firm	US Law Firm
Receptionist/Front of House	14,000 – 16,000AED/mth	14,000 – 16,000AED/mth
Legal PA – 1 st job in the UAE	18,000 - 21,000AED/mth	18,000 – 22,000AED/mth
Legal PA – With UAE experience	22,000 – 24,000AED/mth	22,000 – 25,000AED/mth
Paralegal	18,000 – 22,000AED/mth	20,000 – 27,000AED/mth



Thank you

We would like to thank all participants who dedicated their time when completing the survey ensuring that we had accurate data to present. We hope that it is a useful tool for either your business planning, performance review reflection or job search and we look forward to providing you with further market analysis reports in the future.

Please feel free to get in touch at any stage with feedback or requests for assistance with recruitment or an individual job search.



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