

Jo Bower - In-House Lawyer and Deputy Company Secretary at IMI plc

8.00am

I arrive at the office, first things first, I get myself a coffee and then if I have any business on with the Far East I make all the calls and read all the e-mails associated with that as the time difference really works against me. Then I read the rest of my e-mails, I am normally aware of what is there as I am permanently attached to my Blackberry so I can monitor what has come in overnight. IMI is a large global engineering company with a lot of overseas subsidiaries particularly in the US and therefore we really are a 24 hour operation.

9.30am

I normally have a quick catch up with my boss or I start my Europe based calls and meetings for the day. I deal with such a wide variety of issues at IMI that I never really know what the day will bring. It could be assisting HR with a minor employment matter here in Birmingham, right through to working on a multimillion pound acquisition anywhere in the world.

11.30am

Normally I allow myself a break around now, definitely more coffee! I tend to reserve this time slot for dealing with matters arising within our HQ building as my "break" can be chatting something over with a colleague.

1.00pm

I go to lunch with my colleagues from our M&A team in our office canteen normally we have a great deal of banter during lunch the only topic which is banned is work!

1.35pm

Back to the office, we don't have time for long lunches! Mostly I wrap up my morning work now and think about the tasks that need to be achieved in the afternoon, I am always mindful that our colleagues in the US will start arriving in their offices shortly and the second part of my day will begin.

3.00pm

Normally I will be engaged in conference calls now either with external lawyers in the US or some of our US business people or both. I do a lot of US law compliance work and so this could be a topic for the call, or it could be some litigation, or possibly a corporate transaction.

6.00pm

I will try to do notes and follow up reports on the calls I have had during the afternoon, with such a global organisation and various HQ departments such as M&A, Tax, Accounting, Controllers, Pensions and Group Risk, it is a constant battle to make sure everyone is up to speed with progress on issues.

7.00pm

I try to devote some time at the end of my working day to running the Commerce and Industry Group in the Midlands which is the Law Society Group for in-house lawyers. Usually this is keeping in touch with members or e-mailing my contacts in private practice who can provide us with seminars and the like.

8.00pm

I am hopefully on my way home. Sometimes I have late conference calls with our business in California and sometimes I stay in the office for them but most of the time I try to do them from home.

10.00pm

I check my e-mails and then go off to bed.

Jo Bower
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