

# Job description

**Job Title:** Employment Solicitor  
**Department:** Employment

## Qualifications:

4-5 years PQE

## Role:

- To undertake fee earning work
- To make a positive contribution to the work of the Department and to the firm
- The supervision of fee earning and non fee earning staff within the department
- Practice development responsibilities for the department and your own practise, including contributing to the department's overall practice development strategy and its implementation

## Key responsibilities

The fee earner is responsible to the partnership for the effective and efficient conduct of cases on behalf of clients in accordance with the overall policies and objectives of the firm. The fee earner is also responsible for pro-active development and promotion of the firm's high standards and reputation.

All the firm's qualified fee earners are specialists and although they may have some opportunity to work outside their field of specialism, it is anticipated that the specialist area will account for the majority of their fee earning work.

For fee earning and case management purposes, the fee earner is responsible to the partnership generally. For other purposes, eg. in relation to issues relating to equipment or accommodation the fee earner may be responsible to the Partner with the responsibility for that specific issue.

## The post primarily involves:

(With the support and assistance where necessary and available of other staff including the partners) the post involves the following, and involves supervising other fee earners and support staff in carrying out the tasks below:

1. dealing effectively with enquiries from referrers and direct from prospective new clients so as to assess the nature of the matter and whether it falls within the department's areas of practice, and in a case where the firm is unable to act, and identifying alternative sources of advice where appropriate;
2. accepting instructions from new clients, setting up retainers and in so doing advising them (a) of the likely costs and means of funding the advice, (b) of the firm's terms of business and (c) all other information required to be provided in writing in accordance with the professional requirements of the Law Society;
3. obtaining a realistic sum of money on account of costs and disbursements or, subject to approval, entering into a standard private retainer or conditional fee agreement with the client, or obtaining public funding;
4. notifying where appropriate the court, registry, tribunal, Home Office or other body and any other party and/or their solicitors of the firm's interest, and maintaining all necessary correspondence;

5. undertaking such legal and factual research as is necessary for the case;
6. providing or contributing to detailed, high quality specialist advice to the client in employment law matters including regulatory issues;
7. undertaking all necessary preparation of the case or matter, including instructing specialist counsel, assisting with the preparation and drafting of pleadings where appropriate, preparing documents for disclosure, taking the client's proof(s) of evidence, proofs of witnesses including expert witnesses, obtaining and perusal of all necessary documents, preparing and delivering instructions to experts where appropriate, attending or arranging attendance at conferences, consultations, or hearings, confirming with the requirements of the CPR or other applicable rules of procedure;
8. maintaining a full and orderly file with comprehensive attendance notes of all meetings and telephone calls, and, where appropriate, following the firm's system of time recording;
9. when appropriate, invoicing the client by delivery of a detailed narrative bill and applying for further private funds on account; alternatively, applying for legal aid funds on account of disbursements, where necessary making interim claims for costs; ensuring the prompt payment of disbursements; and at the conclusion of a matter delivering papers to a costs draftsman and expediting the taxation process;
10. facilitating claims for costs on an *inter partes* basis and from the Legal Aid Fund;
11. at the conclusion of any matter, giving the client all advice necessary at that stage, including advice as to the firm's policy as to retention and destruction of papers;
12. at all times, having strict regard to the Law Society's Standards of Professional Conduct and Ethics, and in particular to the strict requirement of confidentiality of clients' affairs;
13. liaison within the firm with other fee earners engaged in similar and / or related cases matters or clients with a view both to maximising efficiency and avoiding conflicts of interest;
14. maintaining such financial records and supplying such financial information as may be required by the Law Society or the firm, including providing calculations of work in progress from time to time; and adhering so far as possible to the billing target which will be calculated from time to time after consultation with the fee earner;
15. becoming familiar with and observing the internal requirements of the firm as to file opening and closure, accounting procedures, and the maintenance of all necessary records and any other administrative requirement;
16. working effectively and efficiently with the non fee earning staff, including the fee earner's own secretary or paralegal support;
17. becoming familiar with and making best and most effective use of the firm's equipment;
18. attending as required at meetings within departments or otherwise to review case work or for the purposes of supervision;
19. attending such training as may be approved by the firm as will be necessary to fulfil the Law Society's requirements and to maintain (and to supply to the Chief Executive) a record of all training undertaken and points earned; and
20. to complete and maintain as necessary any professional documentation or records (such as a Practising Certificate) as the Law Society or any other professional body may require.

## Person specification

The successful applicant will be responsible for developing an active and interesting caseload dealing with Employment & Professional Discipline law.

### Experience and education

- 4-5 year PQE

### Skills and abilities

Qualified Solicitor;

- A thorough understanding of the law and practice relating to all areas of employment and discrimination A thorough understanding of the law and practice relating to either professional discipline law or partnership law;
- Experience of advising and representing employee's and also employer clients eg small to medium companies, plcs, charities, voluntary organisations, partnerships;
- Experience of advising individuals or organisations in professional discipline/regulatory matters or in partnership law matters;
- Excellent negotiating experience and skills;
- be able to demonstrate an ability to achieve good private billing
- have a track record of practice development
- Excellent oral and written communication skills;
- Some experience of promotion of solicitor's work;
- Efficient and cost effective work practices;
- Knowledge and use of time recording systems and IT;
- Thorough understanding of the obligations, including ethical obligations, of working as a solicitor.

### Essential qualities for this role are:-

1. a solid understanding of the key principles of law and relevant legal procedures and a desire to excel when using them as a lawyer;
2. knowledge of and commitment to the professional duties of a solicitor
3. knowledge of private funding and/or knowledge of the public funding system and LAA procedures
4. an understanding of, and ability to advise, clients from a wide range of backgrounds both orally and in writing on complex legal issues (including the ability to adapt styles appropriate to the needs of different types of clients);
5. the ability to draft persuasive representations and letters , statements, witness statements and other documents;
6. the ability to make sound strategic decisions when advising and during litigation to achieve the best results for clients whether in settlements or at trial;
7. willingness to keep up to date with developments in the law by reading relevant publications and attending appropriate courses and meetings;
8. ability to research, analyse and evaluate complex fact patterns, legal concepts and related issues;
9. a personal client base which is expanding and which will sustain a commercially viable practise in the future;
10. ability to establish and maintain strong client relationships
11. interest in and ability to develop links with potential referral organisations (as our work is largely dependent on referrals from satisfied clients and organisations);
12. an interest in developing the practice areas by writing, lecturing and networking through a variety of forums is necessary;

13. strong financial management skills in managing clients, cases and internally to develop and sustain their practice
14. effective, capable advocate with strong, appropriate communication skills - instilling confidence in clients, adaptive and persuasive;
15. ability to think creatively to accomplish clients' objectives
16. the ability to work as part of a team and attend and contribute to and organise regular departmental meetings;
17. a positive role model, actively developing junior members of the team, provides guidance and supervision;
18. a good standard of IT skills (including familiarity with email and Microsoft office; all fee earners are provided with PCs and training is available if needed.
19. The ability to provide good outcomes for clients by settlements and at trial is important.
20. The ability to engage with the wider partnership to promote the overall success of the firm; to take responsibility for managing elements of the wider firm as required by the partnership; to attend and contribute to partners meetings; to carry out such management tasks as may be required or to supervise other managers as necessary; to take a proactive role in dealing with the finances of the firm as a whole in partnership with the other members of the LLP.