



## Solicitor - 1-3 years PQE

### *Employment & Pensions Department*

#### **The Department:**

Our Employment team act for over 200 Registered Providers (RPs), local authorities and “not for profit” organisations’ across England and Wales, providing sound commercial advice and guidance on all aspects of Employment & Pensions legislation.

#### **Job Purpose:**

We are looking to recruit a solicitor with 1-3 years’ PQE to join our Employment and Pensions Team. Successful candidates will be able to manage their own caseload, comprising a mixture of contentious and non-contentious matters.

The right candidate will display strong technical ability, commercial awareness, ability to organise and prioritise their workload effectively, excellent communications skills and a flair for nurturing client relationships.

#### **Main Duties and Responsibilities of the Role:**

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Responsible for the day to day running of a caseload;
- Advising on routine matters such as conduct, sickness absence, grievances etc;
- TUPE advice and drafting;
- Drafting defences to Tribunal claims, preparation of trial bundles and witness statements;
- Preparation, negotiation and advising on Settlement Agreements;
- Advising on industrial relations and strike action
- Advising on restructures;
- To prepare and present training to clients on Employment related topics as required;
- Supporting the Partners on large and more complex matters if required;
- Interact directly with clients, manage their expectations and meet their deadlines;
- Achieving time recording and billing targets
- Efficiently manage deadlines relating to a variety of cases at any one time;
- To be fully involved in marketing and business development in a client focused manner;
- Undertake advocacy if required.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education & Qualifications:	Strong academic background with 2:1 at degree level (or equivalent)	
Professional memberships:	Admitted to practice as a Solicitor in England & Wales	
Legal attributes:	1-3 years PQE as an Employment Lawyer, practising in the E&W jurisdiction	
Knowledge:	Employment law	<p>Knowledge of pensions law (particularly in relation to outsourcing arrangements with local authorities, admission agreements and the Best Value Authorities Staff Transfers (Pensions) Direction 2007) would be an advantage but is not essential</p> <p>Social housing would be an advantage but is not essential</p>
Skills & Experience:	<p>Ability to prioritise workload</p> <p>Ability to undertake own caseloads</p> <p>Ability to demonstrate commercial awareness and pro-activity</p> <p>Excellent communication skills, both written and verbal and the ability to convey clear and concise information</p> <p>Highly focussed attention to detail</p> <p>Strong technical ability</p>	
Personal attributes:	<p>Resilient and focussed</p> <p>Determination to achieve positive outcomes</p> <p>Happy to travel to visit clients across the UK</p>	

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [legal.recruit@devonshires.co.uk](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

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