Solicitor - 5-7 years PQE
Employment & Pensions Department (Leeds Office)

The Department:

Our Employment and Pensions team acts for over 200 registered providers of social housing and an increasing number of corporate clients across England and Wales, providing pragmatic commercial advice and guidance on all aspects of Employment & Pensions law.

Job Purpose:

We are looking to recruit a solicitor with 5-7 years' PQE to join the team. Successful candidates will be able to manage their own caseload, comprising a mixture of contentious and non-contentious matters as well as providing supervision to junior members of the team.

The right candidate will display strong technical ability, commercial awareness, ability to organise and prioritise their workload effectively, excellent communication skills and a flair for nurturing client relationships. The opportunity will be available to develop a specialism within the field to sit alongside their general practice.

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 with minimal supervision;
- Advising on routine matters such as misconduct, sickness absence, grievances etc;
- TUPE advice and drafting;
- Conducting investigations on behalf of clients;
- Conduct of Employment Tribunal litigation up to hearing stage, with some telephone advocacy if required;
- Preparation, negotiation and advising on Settlement Agreements (for employers and employees);
- Advising on industrial relations and strike action;
- Advising on restructures;
- Undertaking due diligence and supporting other departments on projects with a people aspect;
- Preparation and presentation of training to clients on Employment related topics;
- Supporting the Partners on large and more complex matters if required;
- Lead fee earner for clients, managing their expectations and meeting their deadlines;
- Supervising junior members of the team (including remotely);
- Achieving time recording and billing targets;

- Efficiently managing deadlines relating to a variety of cases at any one time;
- Taking a leading role in marketing and business development in a client focused manner.

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:	5-7 years PQE as an Employment Lawyer, practising in the E&W jurisdiction	
Knowledge:	Employment law	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 Social housing would be an advantage but is not essential Data Protection (in particular the handling of data subject access requests by employees)
Skills & Experience:	Ability to prioritise workload Ability to undertake own caseload with minimal supervision Ability to demonstrate commercial awareness and pro-activity Ability to build and maintain client relationships Excellent communication skills, both written and verbal and the ability to convey clear and concise information Highly focussed attention to detail Strong technical ability Supervision of junior staff	Undertaking investigations on behalf of clients

Personal attributes:	Resilient and focussed Determination to achieve positive outcomes Happy to travel to visit clients across the UK	

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** and also complete the diversity monitoring questionnaire which can be accessed by **clicking here.**

*Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the **recruitment monitoring survey** in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at **www.devonshires.com***