

Vacancy Information

Job Details

Job Title	Assistant Lawyer – Contracts & Employment
Grade	10
Advertised Salary	£36,486 - £43,404
Department	Finance & Governance
Business Unit	Legal Services

Job Summary

This role is for an assistant employment lawyer who can handle contentious and non contentious employment matters and who has a strong understanding of the legal frameworks in local government .

Contentious work consists of defending employment cases on behalf of the council including maintained schools and, where appropriate, conducting settlement negotiations and drafting settlement agreements.

Non-contentious work includes providing proactive and reactive advice for client departments on individual and corporate matters, advising on policies and procedures, transactional support involving drafting employment and pensions provisions in contracts, and ensuring compliance with the governance arrangements set out within the Council constitution. Advice work will require a good working knowledge of TUPE in the context of local authority procurement and the in or out sourcing of service provision and the Public Sector Equality duty. The role working closely with HR officers. The post will also involve using the case management system operated by Legal Services and also working in accordance with the Lexcel Practice Management Standards with which the department has accreditation.

The role reports directly to the Senior Lawyer.

Special Conditions of Employment

Must be willing to work outside office hours during the week and at weekends, as dictated by the requirements of the service.

This post is politically restricted under the terms of the Local Government and Housing Act 1989.

Person Specification

The person specification describes the essential criteria, (minimum requirements), that a candidate must demonstrate for appointment. The desirable criteria are used to help us select between candidates. The criteria initially tested at short listing stages may be given further consideration at later stages of recruitment.

Use the application form to describe how you meet the criteria outlined below. You should explain and provide examples to outline how your experience, knowledge and skills transfer to the challenges of this post. Do not use more than 4000 characters for any of these sections (knowledge, experience or skills) and please do not feel that you need to reach this limit.

Criteria tested initially at short listing stage.

E = Essential, or D = Desirable.

<p>Knowledge</p> <p>A qualified solicitor with either a current practising certificate or eligible to apply for a practising certificate, or a Barrister called to the bar of England and Wales. E</p>
<p>Experience</p> <p>At least 2 years experience of working in the field of employment advice and policy and litigation. E</p> <p>Experience of working in a legal service or law practice office environment.</p> <p>Success in building and sustaining effective relationships with stakeholders. E</p>
<p>Skills</p> <p>Able to communicate clearly, orally and in writing, including the ability to produce non-standard reports/letters. E</p> <p>Able to develop contacts and relationships with customer/client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision. E</p>

The following criteria will be tested at later stages of recruitment.

These are broken down under the headings “Knowledge”, “Experience”, and “Skills”.

Each of the criteria is noted as either E = Essential, or D = Desirable.

Knowledge

Knowledge of the law in relation Employment. **E**

Evidence of continuing professional development. **E**

A thorough practical understanding of local government law and the impact of human rights and equalities legislation. **E**

Understanding in good governance arrangements, to maintain democratic legitimacy of the Council’s work to support effective decision making **E**

Experience

At least 2 years’ experience of working in the field of employment advice and policy . **E**

Experience of managing own caseload. **E**

Success in building, and sustaining effective relationships with stakeholders. **E**

Experience of working within a performance management framework and achieving agreed targets and outcomes. **E**

Skills

Ability to use a range of information and communication technology effectively **E**

Ability to communicate clearly, orally and in writing, including the ability to produce non-standard reports/letters. **E**

Ability to use initiative to achieve set deadlines and manage conflicting priorities. **E**

Ability to maintain a high degree of confidentiality and to use discretion in dealing with sensitive information. **E**

Ability to deal with clients professionally and diplomatically **E**

Ability to analyse complex information and provide successful resolution. **E**

Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions. **E**

Ability to develop contacts and relationships with customer/client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision. **E**

Special Conditions of Recruitment

As part of the selection process candidates will be required to undertake assessment tests including a written technical assessment designed to demonstrate their competencies in key areas detailed above.