**Job Description**

**Job Title:** Employment Lawyer

**Location:** Sheffield

**Reports to:** Head of Employment or Team Leader for day-to-day matters

**Standard Hours of Work:** 39.5 hours per week

**Salary Range (incl. benefits):** £25,000 - £34,000 (dependent on experience)

**Date revised:** 23rd September 2015

# Job Purpose

### To work as part of a team assessing employment cases, negotiating and advising on settlement agreements and handling claimant employment tribunal claims. The jobholder will be responsible for handling their own caseload within the employment law department at our Sheffield office.

### SCOPE OF THE ROLE

The jobholder will deliver excellent levels of client service and keep the client regularly updated in line with department service level agreements and individual targets.

They will be responsible and accountable for promptly handling all matters related to assessing claims, giving both verbal and written telephone advice, running Employment Tribunal claims and negotiating, advising on settlement agreements, providing employment law training and supervising junior staff.

# Principal ACCOUNTABILITIES/TASKS

* To manage task list/diary to plan and organise working day/week and ensure this is up to date at all times
* To accurately identify and diarise limitation dates and ensure compliance with the ACAS Early Conciliation procedure
* To ensure appropriate retainer documentation is sent out
* To make initial contact with the client, advise on limitation and the ACAS Early Conciliation procedure, request any relevant documentation and take instructions in accordance with client protocols
* To ensure correct third party details are on the file or obtained where relevant
* To review information and documentation received to assess potential claims
* To advise clients as to the merits of their claims and, if appropriate, request further information / consider any further information supplied
* To provide accurate and prompt final advice in accordance with department service level agreements
* To provide telephone advice to union members and representatives
* To draft and validly issue Employment Tribunal claims within the correct time limits
* To advise client on mitigation and obtain any evidence in mitigation
* To draft and lodge schedule of loss with ET, the Respondent and ACAS and make and keep in regular contact with ACAS
* To send ET3 once received to client and any other appropriate parties for comments
* To re-assess claims in the light of the ET3 and advise the client accordingly
* To request further and better particulars of the ET3 and specific disclosure where appropriate
* To conduct preliminary hearings by telephone or in person and advise the client of the outcome of any such hearings
* To comply with all Tribunal directions and deadlines
* To obtain medical evidence and instruct experts as appropriate
* To prepare and disclose lists of documents, obtain disclosure from the Respondent and finalise tribunal bundles
* To provide updated advice to the client following disclosure
* To prepare witness statements in accordance with client’s instructions and exchange witness statements
* To send the Respondent’s witness statements to the client for comments
* To ensure payment of the hearing fee within the correct time limit
* To provide an updated schedule of loss
* To conduct Employment Tribunal advocacy and represent clients at full merits hearings
* To deal with all matters relating to settlement of Employment Tribunal proceedings
* To advise clients as to the terms and effect of settlement agreements
* To promptly and efficiently negotiate amendments to settlement agreements
* To ensure the completed settlement agreement has been received prior to the limitation date
* To work in any other areas as required by the firm if necessary, which may include other offices and those of clients
* To create and deliver training on Employment Law to staff and clients
* To draft updates in the law for newsletters and bulletins
* To attend marketing events on behalf of the firm
* To supervise junior staff in respect of all aspects of the above