**Job Description**

**Job Title:** Settlement Agreements Supervisor

**Location:** Sheffield

**Reports to:** Head of Employment

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

**Salary Range (incl. benefits):** Dependent on experience

**Date revised:** 16th June 2016

# Job Purpose

### The job holder will work hard supervising the Settlement Agreements team ensuring that all work is allocated and dealt with promptly as well as handling their own caseload of settlement agreements within the employment law department, based at our Sheffield office.

### SCOPE OF THE ROLE

The jobholder will ensure that all of the work in relation to the settlement agreements team is covered and dealt with promptly. The jobholder will allocate work, supervise other members of the team and manage the team according to targets and service level requirements, ensuring that the team delivers excellent levels of client service. The jobholder will be additionally responsible for their own caseload of settlement agreements including handling all matters related to assessing claims, negotiating settlements, amending draft settlement agreements, advising clients on the terms and effect of settlement agreements, lodging Employment Tribunal claims in appropriate cases and promptly billing files. The jobholder will act in the best interests of the client at all times.

# Principal ACCOUNTABILITIES/TASKS

Supervisory duties

* To ensure that all work coming into the team is promptly and accurately identified, categorised, logged and allocated
* To ensure that urgent work is prioritised and actioned in the team and that deadlines are met
* To check all in-coming and out-going post for the team
* To supervise the work of team
* To ensure that team targets are met
* To carry out regular one to one supervision meetings with team members
* To carry out employment law training for team members
* To attend regular departmental and supervisors’ meetings
* To produce regular reports on the team’s work for management
* To liaise with other teams and departments as necessary
* To liaise with union clients where appropriate and deal with queries

Individual case load

* 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
* To ensure appropriate retainer documentation is sent out promptly
* 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
* To obtain the draft settlement agreement and review the terms
* To advise the client on the terms and effect of the agreement and to accurately record all advice given, to correspond with clients and employers and ensure this is dealt with in a timely manner
* To recommend amendments to the agreement in the best interests of the client
* To assess the value of any potential claims and negotiate on the ‘deal’
* To advise clients as to the merits of their claims
* To negotiate amendments to the settlement agreement with the other side
* To accurately record and save all communications
* To arrange for signature of the final settlement agreement
* To chase for a completed copy of the settlement agreement in advance of primary limitation
* To ensure matters are promptly billed
* To ensure files are promptly completed and made ready for closure
* To liaise with union representatives wherever appropriate
* Subject to client instructions, to ensure compliance with the ACAS Early Conciliation procedure where no completed settlement agreement has been received before primary limitation
* Subject to client instructions, to draft and validly lodge Employment Tribunal proceedings wherever appropriate
* To assess claims and provide written letters of advice
* To work in any other areas as required by the firm if necessary, which may include other offices and those of clients
* To deal with group settlement agreements and attend site visits wherever necessary
* 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