**Job Description**

**Job Title:** Settlement Agreements Advisor

**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):** £22,000

**Date revised:** 24 March 2016

# Job Purpose

### To work hard as part of the Settlement Agreements team - the job holder will be responsible for handling their own caseload of settlement agreements 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.

They will be responsible and accountable for handling all matters related to assessing claims, negotiating settlements, amending draft settlement agreements, advising clients on the terms and effect of settlement agreements and lodging Employment Tribunal claims in appropriate cases. The jobholder will act in the best interest of the client at all times.

# 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
* 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 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 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.