**Job description**

**Job title:** Associate/Senior Associate Solicitor

**Department**: Employment

**Location:** London

**Reporting to:** Elizabeth George

**Hours:** 9:30am – 5:30pm, Monday to Friday.

**Contract:** Permanent

**Salary:** Competitive

**Overall purpose of role**

This role will provide integral support across all employment law matters, which includes complex, high value and high-profile employment, discrimination, and trade union law claims.

The team have just received a landmark judgement against a major UK retailer on a group equal pay claim on behalf of several thousand store staff. This role will play a key part in the upcoming quantum and appeal process, alongside working on a variety of other group and individual claims.

**Main Duties and Responsibilities:**

**Case Management**

* Assist the team in all aspects of litigation including preparation of correspondence/ documents, dealing with funding issues, preparing for court hearings / trial / settlement, instruction of experts, disclosure review, quantification of claims, costs assessment/ negotiations.
* To effectively manage group claims and ensure that accurate information and instructions are obtained from clients, and accurate records and files are maintained.
* To heed the procedural timetable and time limits, and act accordingly to protect our clients’ positions.
* To effectively manage, delegate to and supervise the work of junior team members.
* To effectively review and draft technical documents.
* To deal with post trial/settlement considerations such as costs and enforcement proceedings, and appeal proceedings.
* To ensure the timely and effective deployment of others involved in the matter e.g., expert witnesses, enquiry agents, counsel, cost drafts people.
* To assist with disclosure review.
* To ensure that all work is conducted in compliance with SRA rules and the Civil Procedure Rules.

**Client Relations**

* To deal with clients in a sensitive, professional, and compassionate manner.
* To identify clients’ objectives and to seek to further them in a manner consistent with all professional and ethical obligations.

**Business Development and Marketing**

* To help research and develop new areas of practice for the department, particularly other potential group actions.
* To participate in presentations, seminars, writing articles, and activities with wider professional and other relevant organisations as required.

**Compliance and Risk Management**

* To always maintain the strictest concern for and awareness of the need for GDPR and data protection and in accordance with the Firm’s internal policies.
* To immediately report any compliance or risk management concerns to the relevant persons without delay.

**Professional Standards**

* To work and behave in a professional manner and within the highest ethical and other standards of the profession.
* To always maintain the strictest standards of client confidentiality.

**Learning & Development**

* To ensure learning and development plans are completed and that records are up to date and compliant with SRA and Lexcel requirements.
* To support with the training and development of more junior staff members as required.

**Person Specification:**

* Genuine commitment to using the law to tackle unfairness and inequality.
* Previous experience of conducting contentious/non contentious employment claims to a very high standard (for claimants or respondents).
* Excellent technical skills (drafting, legal knowledge, research, and case management from inception to finish).
* Ability to work in a fast-paced environment.
* Strong interpersonal skills.
* Strong organisation and work planning skills.
* A genuine team player.
* Commitment to outstanding client care.
* Good commercial sense with a focus on delivering practical, profitable, and successful outcomes.
* Current unrestricted practicing certificate.
* High levels of IT competency in MS Word, Excel, Case Management Systems and Outlook (the team are self-supporting and secretarial support is not provided).