**Job description**

**Job title:** Senior Solicitor

**Department**: Employment

**Location:** Leeds

**Reporting to:** Heads of Employment Department

**Hours:** 9:30am – 5:30pm, Monday to Friday (hybrid working available)

**Contract:** Permanent

**Salary:** Competitive

**Overall purpose of role**

This role will develop and manage a caseload of employment matters for individual clients, covering a broad spectrum including contract issues, exit negotiations, unfair dismissal, redundancy, whistleblowing, workplace harassment, and discrimination matters.

The position has been created in response to the significant volume of individual client enquiries we receive. To meet this demand, we are looking to establish a focused practice to ensure the continued delivery of exceptional service to individual clients. The successful candidate will have autonomy to determine the matters they take on and will be tasked with building a team to support this work over the medium to long term.

This opportunity is ideal for a skilled, ambitious, and experienced employment lawyer who is currently operating at least at senior associate level and will be ready to progress to partnership within one to two years. We are however open to discussing earlier partnership prospects for exceptional candidates already operating at the required level.

**Main duties and responsibilities:**

**Case and practice management**

* Develop, manage, and run a profitable caseload of individual client matters.
* Manage claims from initial instructions through to resolution, including managing disclosure review, drafting pleadings, witness statements, and negotiating settlements as appropriate.
* Represent clients at Employment Tribunals and other forums as required.
* Manage all aspects of litigation including preparation of correspondence/ documents, preparing for court hearings / trial / settlement, instruction of experts, disclosure review, quantification of claims, costs assessment/ negotiations.
* To heed the procedural timetable and time limits, and act accordingly to protect our clients’ positions.
* To effectively review and draft technical documents and manage disclosure procedures.
* 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 effectively manage, delegate to and supervise the work of junior team members as appropriate.
* 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**

* Formulate a business development strategy for individual client work to grow and develop this practice.
* Participate in the wider Employment team’s strategy by attending presentations and seminars, writing articles, and undertaking 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**

* Stay updated on employment and discrimination law developments to ensure accurate and up-to-date advice to clients.
* 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.

**Essential experience**

* Genuine commitment to using the law to tackle unfairness and inequality for individual claimants.
* Previous experience of conducting contentious employment claims to a very high standard (this must include claimant side; however, we are open to lawyers with a mix of claimant and respondent side).
* Excellent technical skills (drafting, legal knowledge, research, and case management from inception to finish).
* Ability to work in a fast-paced environment.
* Strong interpersonal and verbal communication skills.
* Strong team management skills and adherence to the principles of the Leigh Day Citizens’ Charter.
* 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.
* High levels of IT competency in MS Word, Excel, Case Management Systems and Outlook.