JOB DESCRIPTION

Role	**Solicitor/Legal Executive with the Employment Litigation Team** • To undertake employment litigation generally, and to include both claimant and respondent matters. • To advise and represent both individual and corporate clients with respect to employment matters including advocacy where appropriate. • To manage support staff. • To undertake and engage with networking events on behalf of the firm.
Reports to	Business Head
Line Management	Secretarial/Support Staff (if applicable)
Primary Purpose	To help the Firm to build upon its reputation as a first-class regional law firm and to provide the very best service to our clients
Key Responsibilities	1. To meet and exceed our client's expectations in providing a high quality and value for money service. 2. To understand our client's needs and to communicate effectively about progress of their matter and the costs involved 3. To ensure full compliance with all the Firm's policies including:- i. Quality Policy ii. Matter Management - The Basics iii. Billing Control Policy iv. Time Recording Policy v. Confidentiality Policy vi. Data Protection Policy vii. Money Laundering Policy viii. Complaints Policy ix. Risk Management Policy x. Health & Safety Policy xi. Holiday Policy xii. Such other Policies as the Firm may from time to time include within the Staff Handbook or may otherwise introduce. 4. To comply at all times with relevant Professional Obligations including those laid down from time to time by:- i. The Solicitors Regulation Authority ii. The Financial Conduct Authority

5. To comply at all times with the SRA Accounts' Rules 2019 and if aware that your actions may have breached these Rules to notify the COFA to this effect without delay.

6. To be aware of your obligations under the Solicitors Regulation Authority Codes of Conduct to seek to comply with those obligations and if aware that your actions may have breached the Codes to notify the COLP to this effect without delay.

7. To ensure that your individual or Group fee target is achieved.

8. To take all reasonable steps to avoid negligence. If any circumstances arise which might give rise to a claim being made under the firm's Professional Indemnity Insurance policy then to notify the Managing Partner immediately and thereafter to cooperate fully with the Managing Partner in the handling of any claim.

9. To make full use of Case Management and other computer systems provided for the efficient and effective management of client matters and legal, regulatory and financial compliance.

10. To actively assist with the marketing of services provided by the Firm to include presentations at client seminars and networking events.

11. To contribute to the Team business plan, assist in the development of all Fee Earners within the Team and to attend Team meetings.

12. To maintain and develop your professional knowledge and (where appropriate) to ensure compliance with the Law Society's minimum requirements from time to time re: Continual Professional Development.

13. Where needed, provide input on enhancing the Firm's quality standards.

14. To carry out any other duties that might reasonably be requested from time to time by your Team Leader, Business Head or Partner of the firm.

Consults with/ is consulted by: Business Head, Support Staff