

<b>Job title:</b>	<b>Senior Employment Lawyer</b>
<b>Reporting Line:</b>	<b>Legal &amp; Professional Services Manager</b>
<b>Location:</b>	<b>Cheadle</b>
<b>Direct Reports:</b>	<b>None</b>

#### Key Accountabilities:

1. Provide pragmatic employment law support to HR professionals and their client base on the whole range of contentious and non-contentious employment law issues
2. Deliver employment law backed management training and workshops throughout the UK
3. Represent clients in Employment Tribunals throughout the UK
4. Lead on primary client accounts.
5. Identify and develop new business, service offerings and innovative ways of working.

#### Main Responsibilities:

1. Daily reactive advice to clients on a range of employment law and employee relations queries. The provision of advice will include:
  - diagnose the root cause of the issue presented
  - gain an understanding of the relevant business' objectives
  - analyse the risks, advantages and disadvantages in relation to the available options
  - provide a route map to help the client address the issue in line with their objectives including risk analysis
  - provide support throughout the process, communicating a sense of 'joint ownership' of the issue
2. Drafting of relevant correspondence to support advice provided as well as the review and updating of standard, documents, policies, procedures and contracts to reflect client cultures and ways of working.
3. Head up client projects such as large-scale changes to terms and conditions and TUPE transfers necessitating ongoing support from initial strategy to implementation and follow-up to establish success of project.
4. The preparation and provision of regular client surgeries to discuss key employee relations issues, strategic priorities and case management.
5. Case management of Employment Tribunal litigation, including taking instructions drafting pleadings, preparation of documents and witness statements. In addition to the procedural steps:
  - provide a clear and confident risk analysis
  - provide a competent legal strategy for the management of the case
  - identify any 'lessons learnt' for the client
6. Advocacy in the Employment Tribunal, and Employment Appeal Tribunal where appropriate, on matters prepared by Employment Lawyers in the team, dealing with a large, complex caseload of multi day hearings.
7. Act as lead on primary client accounts, maintaining strong relationships with key business executives and stakeholders, and creating opportunities for upselling and cross selling services.
8. The development and delivery of training materials for internal client training and public training courses and Support all areas of the Vista business; including our outsourced investigations and employee relations services.
9. Participate in business development activities such as producing content for digital resources, networking and engaging with social media.

#### General Requirements:

1. Travel and overnight stays will be required, where appropriate.
2. This job description provides a guide to the duties and responsibilities of the post and is not an exhaustive list. The job description may be amended over time in consultation with the post holder to meet the needs of the service.

Person Specification:		
	Essential	Desirable
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Degree or equivalent</li> <li>2. Law qualification</li> </ol>	
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Solicitor, barrister or equivalent</li> <li>2. Significant good quality employment law experience advising senior HR professionals in large organisations.</li> <li>3. Significant experience of leading on key client accounts</li> <li>4. Significant experience of heading up and delivering on business critical projects</li> </ol>	<ol style="list-style-type: none"> <li>1. Trade union heritage law firm</li> <li>2. In house unionised corporate industrial relations expertise</li> </ol>
<b>Skills / Knowledge</b>	<ol style="list-style-type: none"> <li>1. Technically strong employment lawyer and advocate</li> <li>2. Commercial, pragmatic approach</li> <li>3. Ability to analyse situation and offer legally robust but commercially based advice</li> <li>4. Ability to lead projects and operate independently</li> <li>5. Excellent project management skills</li> <li>6. Strong commercial acumen with an entrepreneurial mindset</li> <li>7. Demonstrable track record in creating new client relationships leading to significant revenue generation</li> <li>8. Able to manage and build relationships with clients, particularly HR professionals</li> <li>9. Able to use Microsoft office software</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of delivering webinars and video training</li> <li>2. Experience of delivering training workshops</li> </ol>
<b>Personal Attributes</b>	<ol style="list-style-type: none"> <li>1. Engaging style with an ability to lead and secure high levels of trust.</li> <li>2. Professional and credible communicator</li> <li>3. Team player</li> <li>4. Flexible approach</li> <li>5. Keen focus on cross selling</li> <li>6. Interest in innovation and development of new products and method of delivery</li> </ol>	