

Job title:	Employment Lawyer
Reporting Line:	Legal & Professional Services Manager
Location:	Cheadle
Direct Reports:	None

Key Accountabilities:	
<ol style="list-style-type: none"> 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. Develop and maintain good working relationships with clients and colleagues 4. Support growth and continuous improvement through contributing to commercial projects, identifying opportunities for business development and supporting the introduction of new service offerings and innovative ways of working. 	

Main Responsibilities:	
<ol style="list-style-type: none"> 1. Daily reactive advice to clients on a range of employment law and employee relations queries. The provision of advice will include: <ul style="list-style-type: none"> - 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. Involvement in client projects such as large-scale changes to terms and conditions and TUPE transfers necessitating ongoing support from initial strategy to implementation. 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: <ul style="list-style-type: none"> - 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. 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. 7. Participate in business development activities such as producing content for digital resources, networking and engaging with social media. 	

General Requirements:	
<ol style="list-style-type: none"> 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
Qualifications	<ol style="list-style-type: none"> 1. Degree or equivalent 2. Law qualification 	
Experience	<ol style="list-style-type: none"> 1. Solicitor, barrister or equivalent 2. Significant good quality employment law experience advising HR professionals in large organisations. 	<ol style="list-style-type: none"> 1. Trade union heritage law firm 2. In house unionised corporate 3. Tribunal advocacy 4. Industrial relations expertise
Skills / Knowledge	<ol style="list-style-type: none"> 1. Technically strong employment lawyer 2. Commercial, pragmatic approach 3. Ability to analyse situation and offer legally robust but commercially based advice 4. Able to manage and build relationships with clients, particularly HR professionals 5. Able to use Microsoft office software 	<ol style="list-style-type: none"> 1. Experience of delivering webinars and video training 2. Experience of delivering training workshops
Personal Attributes	<ol style="list-style-type: none"> 1. Professional and credible communicator 2. Team player 3. Flexible approach 4. Willing and able to cross sell 5. Interest in innovation and development of new products and method of delivery 	