EMPLOYMENT LAWYER

Job Description

Directorate:	Resources		
Service:	Legal, Governance & Registrars	**Team:**	Adult Social Care, Education & Employment
Location:	County Hall, Preston – (Hybrid working)		
Salary range:	£47,665- £53,051 per annum	**Grade:**	10
Reports to:	Senior Lawyer	**Staff responsible for:**	N/A

Job Purpose

Full time Employment Lawyer to provide an advanced level of legal advice and representation in the field of employment law.

The role includes managing a diverse caseload of early conciliation and employment tribunal matters, and providing high quality legal advice and support.

Accountabilities/Responsibilities

- Provide high quality legal advice in relation to employment law with a focus on the Employment Rights Act 1996, Equality Act 2010 and the Employment Rights Act 2025.
- Manage a varied and complex caseload of litigation cases and general advice matters.
- Produce high quality written documents such as ET3 responses and client briefing notes.
- Instruct and liaise with counsel where external legal counsel may be required.
- Undertake advocacy for the Council as required.
- Carry out detailed and often complex legal research to provide legal advice and recommendations in line with current legislation, policies and procedures.
- Work collaboratively with lawyers and other members of the team to ensure a supportive, innovative and respectful culture.
- Build and maintain successful professional relationships with clients, partner organisations and external bodies.
- Keep up to date with emerging legislation, technologies and best practice within the employment law field.

- Such other duties and responsibilities of a similar grade and nature as may be required.

Other

- **Equal Opportunities**
  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**
  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**
  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**
  We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
  We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**
  We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**
  We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**
  We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

ADULT SOCIAL CARE LAWYER

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
• Admitted as a Solicitor or called to the Bar or be a Chartered Legal Executive.
Experience
• Experience of working in a busy legal environment. • Experience of holding and managing a caseload of a complex and specialist nature. • Experience of working as part of a team and managing important relationships. • Experience of working in different operational areas or supporting activity across different services. • Experience of providing effective legal support for operational activity undergoing change and challenge. • Experience of working within employment law, either in a local authority or private practice (local government experience is desirable)*.
Essential knowledge, skills & abilities
• Strong work ethic and professional attitude. • Advanced interpersonal skills with the ability to communicate orally giving clear and accurate advice and to represent the Council. • Ability to communicate effectively with various stakeholders including other local authorities, health professionals and counsel. • Advanced written/drafting skills, to produce legal documents of the highest quality. • Ability to support and interact with colleagues and work as part of a team. • Ability to work well under pressure, prioritise workload and meet deadlines with limited supervision. • Strong analytical, problem solving and research skills. • Knowledge of employment law, practice and procedure is desirable.

- Proven ability to implement and deliver complex and challenging solutions which are consistent with existing, new or evolving policy/procedure.
- Effective networking skills with a wide range of staff and external organisations.
- Demonstrative knowledge of the application, principles, theory and practice of the specialist area of responsibility.
- Ability to apply technical/specialist judgement to ensure service area objectives are achieved.
- IT skills including ability to use MS Office suite of applications.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.