

Job description

Job title:	Assistant Solicitor (c.1 to 3 Years PQE)
Department:	Employment
Location:	Manchester. Some travel may be necessary during the performance of your role. Due to Covid- 19 restrictions and policies you are likely to be required to predominantly work from home upon appointment until further notice and all appropriate homeworking equipment and resources will be provided. As such you will need to be prepared to do so and have the space at home to do so securely and appropriately.
Reporting to:	Associate Solicitor (Team Leader)
Hours:	9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role.
Contract:	Permanent
Salary:	Competitive, Provided upon request

Key duties and responsibilities:

File/Case Management

- To
 - effectively manage and maintain as solicitor with custody a claimant Employment Tribunal caseload consisting of individual cases delaying with all tasks from inception and preliminary advice through all case management to trial and any relevant appeal activity thereafter
 - assist the Team leader with their caseload as and where directed by the Team Leader
 - collaborate with other team members in the management and maintenance of any group claims handled by the team as directed by the Team Leader
- To set up and manage effective procedures for differentiating between different groups of clients; reporting on statistics within the group; updating clients; and, handling changing funding scenarios.
- To assist in the effective management, delegation to and supervision of the work of junior/ non-qualified fee earners in the team.
- To follow the tribunal or court timetable and adhere to time limits, to make necessary applications where required to protect each clients' position.
- To comply with the Civil Procedures Rules and Employment Tribunal Rules & Procedures.
- To liaise with and brief counsel and attend conferences and hearings with counsel.
- To endeavour, where appropriate, to achieve settlement pre-litigation; otherwise to conduct litigation through to trial or earlier settlement and to deal with post trial/settlement considerations such as costs and enforcement proceedings, and to consider in consultation with the Team leader whether any decision should be appealed.
- To ensure the timely and effective deployment of others involved in the matter e.g. expert witnesses, enquiry agents, counsel, cost draftsmen.

Information Technology

- To utilise I.T. to provide a quality, cost effective and efficient service to clients.
- To competently use document and case management programmes, e-platforms and Microsoft Office packages as required

Compliance and Risk Management

- To maintain the strictest concern for and awareness of the need for GDPR and data protection at all times and in accordance with the Firm's internal policies.
- To adhere to and manage all court deadlines and time limits where applicable.
- To ensure regulatory compliance in all aspects of the case and that effective and regular risk management is carried out as part of case management.
- To immediately report any compliance or risk management concerns to the relevant persons without delay.

Client Relations

- To deal with clients in a sensitive, professional and compassionate way.

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- To identify clients' objectives and to seek to further them in a manner consistent with all professional and ethical obligations.

Other Responsibilities

- To anticipate as well as to respond to clients' needs and demands.
- Sharing of information with colleagues.
- To participate in the growth and development of the department/firm.
- To initiate and follow through marketing opportunities for new clients in group claims, including using social and traditional media.
- To handle media requests, whether sourcing clients or conducting interviews personally.

Training

- To keep up to date with developments in law and practice.
- To ensure learning and development plans are completed and that records are up to date and compliant with relevant SRA requirements.

Performance Measured By

- Compliance with time recording requirements and reaching financial targets.
- Accuracy of work produced.
- Ability to work with initiative; maintaining a flexible and responsible approach.
- Careful file management and the keeping of detailed contemporaneous attendance notes of all work done on behalf of our clients.
- Knowledge and use of case law, court rules and procedures.
- Personal development and contribution to the overall objectives of the firm.
- Good attendance and timekeeping.

Any other tasks as might from time to time be required

Person specification

- Commitment to equality, access to justice and affordable legal advice of the highest quality.
- Qualified lawyer with c.1-3 years' PQE in an employment law setting
- Demonstrable experience of conducting employment cases from initial advice through to trial.
- Experience managing high volume caseloads, group claims and large amounts of data.
- A demonstrable capacity to build relationships both in Leigh Day and more widely with the affiliated external partners with whom the team works such as Tribunal and Court staff, ACAS Counsel and their chambers, insurers, experts and others .