

**Assurance
Legal Services**

**Senior Employment Lawyer
Job Description and Person Specification**

June 2026

Job Description

Job Title:	Senior Employment Lawyer
Department:	Assurance
Function:	Legal Services
Team:	Litigation
Post number:	
Grade:	LBR16
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 Hours
Base location:	London Borough of Redbridge
Reports to: <i>Job title</i>	Principal Lawyer (Litigation)
Responsible for: <i>Job titles of direct reports</i>	1 x Employment Lawyer
Role purpose and role dimensions: <i>Overview of the job</i>	<p>To be responsible for the management of an employment lawyer within the Litigation Team in Legal Services, delivering and supporting the provision of high quality, value for money, effective and authoritative legal services in respect of the work carried out by the Litigation Team.</p> <p>To be the Council's senior specialist lawyer in providing a comprehensive and professional legal service in all aspects of employment law.</p> <p>To be responsible to the Principal Lawyer for the conduct of legal work in respect of employment law and ancillary governance matters falling within the scope of employment in the Litigation Team and the provision of legal advice and support to Officers and their staff on such matters.</p>
Key external contacts: <i>Organisations</i>	External bodies, private sector and partner organisations to provide expert advice, guidance and support. Support partnership working with internal / external services / organisations and liaise with national bodies if required
Key internal contacts: <i>Job titles or groups of staff</i>	Members, Chief Executive, directors, chief officers, heads of service. Officers within the relevant departments of the council and any and all other departments as needs arise.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	<p>The post holder is required to assist in ensuring the department's delivery within budget and achieving income targets, and generating income through the Council's major projects.</p> <p>The post holder shall be a key strategist in protecting the council's financial and reputational exposure on all matters arising from the council's compliance with relevant laws</p> <p>The post holder will be responsible for making sure their team operates within budget, assist with budget monitoring and will be required to achieve budget savings targets as set from time to time.</p>

<p>Key areas for decision making:</p>	<p>The progress of relevant projects casework and advising clients on decisions to be made at critical stages. Leading lawyers in the progression of cases taking into account legal and tactical considerations and the interests of the Council. Managing the work of the team and monitoring the progress of same.</p> <p>Where need be leading on project work and guiding or assisting leading project officers and councillors both in person and in writing on taking and implementing decisions.</p> <p>There are potentially severe implications to the Council arising from the advice that may be provided by this post-holder on occasion both financially and reputationally. As such the post-holder should have experience in the relevant specialism and be able to advise and be able risk assess at the highest level.</p>
<p>Other considerations: <i>E.g. working patterns</i></p>	<p>This is a full-time role through Hybrid working, so that advice can be provided particularly at a high level, in person as well as in writing and sometimes within short timescales.</p> <p>The post holder is required to possess up to date knowledge of the law and practice in relevant areas of specialism and is required to be flexible in their work pattern when may be required and agreed with the Principal Lawyer.</p> <p>There may be a requirement to provide out of hours legal support.</p>

<p>Key accountabilities and result areas:</p>	<p>Key elements:</p>
<p>Advising in respect of legal and related project matters to clients:</p>	<p>Purpose of Job:</p> <p>To be responsible to the Principal Lawyer for the conduct of legal work in respect of employment and governance matters related to this topic allocated to the Litigation Team and the provision of legal advice and support to Departmental Managers/ Officers and their staff on such matters.</p> <p>Provide expert and proactive advice, drafting and case preparation on behalf of the Council primarily in relation to employment law related court proceedings, and also in other proceedings as required. To provide advocacy for interim applications, short hearings and other matters not requiring a lawyer with higher rights.</p> <p>To prepare, draft and finalise documents relating to the conduct of Employment Tribunal matters.</p> <p>To advise and support HR in the review and production of non-contentious documents such as HR policies and Procedures and Contracts of Employment</p> <p>To advise on the full spectrum of HR issues including pensions (Local Government Pension Scheme), recruitment, organisation development and pay and contract matters.</p> <p>To advise Client Departments on the construction of reports from a legal perspective, advising on powers and legal requirements.</p> <p>To represent Legal Services when called upon to do so at working parties and groups, inter departmental meetings and meetings with outside bodies, dealing with issues connected with the functions of the post and arising therefrom, recommending changes in Council policy and practice.</p> <p>To gather, appraise and disseminate information on proposed and new legislation and case law developments in respect of contracts reporting to clients on the practical effect of changes in the law as from time-to-time deemed necessary.</p> <p>To produce practice notices, manuals and checklists to assist in the training of new recruits and/or trainee solicitors assigned to the Team in order to achieve efficiency and consistency of approach in discharging the functions of the service.</p> <p>This role is politically restricted.</p>
<p>Conduct of Cases:</p>	<p>This will involve:</p> <p>Conducting a full range of contentious and non-contentious employment law matters.</p>

<p>Management and Supervision:</p>	<p>This will involve: Forecast, plan and allocate work amongst the team optimising the efficient use of resources and ensuring wherever possible work is undertaken at the most cost-effective level within the team.</p> <p>Contribute to the development of a performance orientated culture ensuring that team and individual work plans and targets meet Council and service objectives.</p> <p>Manage the performance targets and budget for the team where allocated, highlighting discrepancies and ensuring time recording targets are met.</p> <p>Provide effective line management of the sub-team including work allocation and monitoring, workflow management, work systems and procedures, coaching, staff appraisal and performance, professional development, training and discipline</p>
<p>Business Planning:</p>	<p>This will involve: Participate in the creation and delivery of service level agreements with client services, including developing and maintaining standards and systems in accordance with Lexcel, the case management system and other appropriate quality standards.</p> <p>Negotiate on behalf of the Council with agencies/partners and bodies in the service portfolio of the team ensuring that the Council's best interests are safeguarded with regards to legal arrangements and relationships.</p> <p>Contribute to the development and delivery of the Legal Services Team Plan and, if required, participate in cross cutting reviews and corporate and/or service projects</p>
<p>Decision Making and Council Meetings:</p>	<p>This will involve: Attend Council meetings and sub-groups, to advice on the decision making process, powers and committee reports. To prepare and present high quality authoritative reports for Cabinet, committees and sub-groups in the specialist areas of law. To represent and act on behalf of the Council where directed by the Principal Lawyer.</p>
<p>Legal Procedures and Systems</p>	<p>This will involve: Contribute to the development of and review legal procedures and systems which deliver services for the team's customers, and which maximizes the use of IT systems.</p> <p>Manage the performance targets and budget for the team where allocated, highlighting discrepancies and ensuring time recording targets are met.</p> <p>Operate, maintain and monitor management information systems and resources within the Team</p>
<p>Cost Effective Legal Service</p>	<p>This will involve: Ensure the team provides an effective, high quality and cost-effective legal service meeting the client's needs.</p> <p>Identify and deliver income generating opportunities, reduce costs, and ensure value for money in the provision of services.</p>
<p>Working relationships and communication</p>	<p>This will involve: Help raise the profile of the service inside and outside of the Council and act as an ambassador for the service with the public and stakeholder groups.</p> <p>Ensure effective working relationships and good relations with clients, external bodies and stakeholders</p>
<p>General accountabilities and responsibilities</p>	

Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a Disclosure and Barring Service (DBS) check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.

Flexibility**This will involve:**

- The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Senior Employment Lawyer		
Grade	LBR16		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	<p>Solicitor or Barrister, fully qualified to practise in England and Wales and who currently has or who is immediately able to obtain a practising certificate</p> <p>Relevant management training</p> <p>Relevant post qualification experience in the legal profession commensurate with seniority of the post</p>	A	3
Minimum experience/ knowledge/ skills:	<p>Significant experience of employment law, preferably in a local government context, in a relevant discipline</p> <p>Ability to handle complex and/or high risk legal matters within area of responsibility through use of high levels of professional skill, knowledge and judgment.</p> <p>Advocacy skills</p> <p>Experience of working within a legal practice that has met Lexcel accreditations, legal service or equivalent quality assurance standards.</p> <p>Good understanding of local government and public law as they affect these areas.</p> <p>Preparation and presentation of reports, briefing papers, etc.</p> <p>Analyses complex legal issues, identifies risks to the Council and advises on minimising risk</p>	<p>A/I</p> <p>A/I</p> <p>A</p> <p>A</p> <p>A</p> <p>A/I</p>	<p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p>
Minimum competencies:			
Customer focus	<p>Liaising with clients to identify and implement their service needs.</p> <p>Ability to work effectively with the Courts, solicitors for other parties and others involved to ensure effective and timely outcomes for the Council</p>	A/I	3
Communicating and influencing others	<p>Preparation and delivery of training sessions or other oral presentations.</p> <p>Provision of legal advice and guidance to senior managers and Members (or equivalent)</p> <p>Ability to provide clear legal advice to senior managers and Members</p>	A/I	2
Building relationships, working together and in partnership			

Respecting & implementing diversity	Ability to work under pressure and meet deadlines whilst helping with a diverse workload.	A	3
Planning, organising and achieving results	Assists in the implementation, development, operation and maintenance of service level agreements.	A	2
Embracing change	Flexible approach to tasks, works well under pressure and acquires new skills	A/I	3
<i>For those with managerial responsibility</i> Leadership	Understanding of current and anticipated future issues affecting local authorities and their service users	A/I	3
Managing and developing people	Experience in operating and maintaining management information and business support systems. Ability to lead and motivate a team. Ability to implement and operate a staff performance management <div style="border: 1px solid red; padding: 2px;">This role is politically restricted</div>	A/I	3
Signature of Employee:	Name:	Date:	