

**Assurance
Legal Services**

**Employment Lawyer
Job Description and Person Specification**

March 2025

Job Description

Job Title:	Employment Lawyer
Department:	Assurance
Function:	Legal Services
Team:	Litigation
Post number:	
Grade:	LBR13
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>	No line management responsibilities.
Role purpose and role dimensions: <i>Overview of the job</i>	1. To provide a comprehensive and professional legal service in all aspects of employment law. 2. To serve as a key source of expertise and knowledge in employment law. 3. To provide legal advice and assistance at meetings of relevant committees. 4. 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 Contracts and Employment Team and the provision of legal advice and support to Officers and their staff on such matters.
Key external contacts: <i>Organisations</i>	Court Staff Barristers Witnesses Members of Parliament Government Joint Venture Partners
Key internal contacts: <i>Job titles or groups of staff</i>	Directors Heads of Service Managers Departmental Clients and other specialist departments Members Maintained School staff External clients Other solicitors within the team
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	Advising the client, identifying risk and ensuring that the Council's financial processes are adhered to in respect of any money coming to or being paid by the Council. Advising on the relevant tax implications and fees where applicable or otherwise taking such professional advice in order to deliver all allocated transactions.
Key areas for decision making:	Adhering to and complying with relevant professional body and any Council set processes at any stage other than where the client or the Council makes a decision in relation to a case.

Other considerations: <i>E.g. working patterns</i>	[hybrid working]
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Key accountabilities and result areas:	Key elements:
Advising on Legal Issues:	Purpose of Job: 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. To prepare, draft and finalise documents relating to the conduct of Employment Tribunal matters. To advise and support HR in the review and production of non-contentious documents such as HR policies and Procedures and Contracts of Employment To advise on the full spectrum of HR issues including pensions (Local Government Pension Scheme), recruitment, organisation development and pay and contract matters. To advise Client Departments on the construction of reports from a legal perspective, advising on powers and legal requirements. 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. 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 affect of changes in the law as from time-to-time deemed necessary. 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.
Conduct of Cases:	This will involve: Conducting a full range of contentious and non-contentious employment law matters.
Supervision:	This will involve: Providing general supervision of the conduct of matters in the areas of legal work undertaken. You may also be required to supervise junior members of the team with their workload where required.
Update and review	This will involve: assisting in the revision of forms of contract, reviews and preparation of other agreements, policies, protocols, precedents and practice notes to serve as masters for use within the Council.
Servicing Appropriate Committees:	This will involve: ▪ Preparing reports for the Council's Cabinet and Committees and associated working groups. To attend appropriate Committees. ▪ Keeping abreast of changes in the law and developments and preparing briefing notes as and when required. ▪ To represent and act on behalf of the Council where directed by the Principal Lawyer of Legal Services.

Management of the Team:	This will involve: ▪ To deputise for the Principal Lawyer –Contracts & Employment on request in respect of issues connected with the functions of this post. ▪ To assist in the operational management of the Team under the direction of the Principal Lawyer – Contracts & Employment. ▪ To assist in the training and career development of the Team.
Professional Development	This will involve: keeping abreast of changes in the law and developments affecting the team's functions and to ensure that working arrangements, procedures and practices take account of such matters.
Flexibility	This will involve: ▪ Undertaking such other similar and relevant duties as may from time to time be assigned to the post. ▪ 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 grading level and competence.

Person Specification

Job Title:	Employment Lawyer		
Grade	LBR13		
<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:	Solicitor, Barrister, FILEX or similar qualification	A	3
Minimum experience/ knowledge/ skills:	Substantial experience of employment, preferably in a local government context, in a relevant discipline	A	3
	Advocacy experience	A	3
	Experience in serving Committees in a Local Authority or similar organisation.	A	3
	Excellent knowledge of the law and practice of local government employment law.	A	3
	Conduct a case load within their area of expertise without supervision and works independently.	A	3
	Excellent written and verbal communication skills	A	3
Minimum behaviours: Customer service	Makes and sustains good client relationships	A I	3
Communicating and influencing others	Communicates effectively both in writing and verbally with clients and others in any given role delivery situation.	A I	3
Working together	Works as part of a team, offering supervision and support to junior staff members where appropriate.	A I	3
Analysis and judgement	Analyses complex legal issues, identifies risks to the Council and advises on minimising risk.	A	3
Driving improvement	Assists in the implementation, development, operation and maintenance of service level agreements.	A	3
Adaptability	Flexible approach to tasks, works well under pressure and acquires new skills	A I	3
Equal Opportunities	Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post	A	2