

Employment Fee Earner (Solicitor or FCILEx) 2-3 years PQE

Job Description

Overall Purpose:

To undertake work in the Employment Department to provide quality advice to clients and enable other fee earners to attend to their increasing caseloads.

To proactively support the Employment Department and provide cover for holidays (in particular in the absence of the Department Head)

Reporting to: Head of Department

Location: Leicestershire

Main Duties to Include:

1. Responsible for providing high quality, timely, professional advice and representation for claimant and respondent clients

2. Responsible for preparing and drafting documents such as Form ET1 and ET3, witness statements and schedules of loss

3. Responsible for attending clients, taking instructions and advising. Generally conducting files efficiently whilst maintaining the confidentiality of all the Company's and clients documents and information at all times

4. Attending Tribunal when necessary including Case Management Discussions and Pre-Hearing Reviews

5. Responsible for assisting other employment fee earners on their files where required

6. Responsible for actively proposing and participating in agreed marketing initiatives

Job Features

Decision making... to conduct the day to day activities consistent with the aims agreed with the Department Head

Internal / External Relationships:

Internally.. to help maintain sound business relationships with all colleagues and promote business growth through networking and events

Externally.. to ensure the highest level of client care, consistent with the Client Charter of the Company, and consistent with its core values

Problem Solving.. to participate in the development of improved operating practices consistent with the Company's practice of continuous improvement

Financial Management...to achieve agreed operating targets as agreed with the Department Head

Marketing...to be an active member of the team, helping to generate and promote marketing

initiatives, in co-operation with the Department Head and the Company's Marketing Manager.