

## Job Specification – Employment Lawyer

<b>Job title:</b>	Employment lawyer
<b>Reporting to:</b>	Michelle Kemp
<b>Hours per week:</b>	Full time – 36.25 hours per week
<b>Location:</b>	Christchurch

Fretten's is looking for a Lawyer to join the Employment Team in Christchurch. The department deals with both contentious and non-contentious employment work for individual clients and business with work including key document drafting, tribunal litigation, advising on settlement negotiations, and supporting the corporate team in buy-outs and TUPE deals, as well as providing day-to-day advice for standing commercial clients.

### Core values - what we look for in all Fretten's staff:

Someone who:

- Is IT literate and confident in learning new processes
- Has consistently friendly, approachable conduct
- Doesn't use jargon with clients
- Provides pragmatic, commercial advice
- Co-operates with colleagues from all teams
- Enjoys working as part of a team, helping and supporting others
- Has the ability to work calmly, even under pressure
- Takes personal pride in their work and responsibility for issues
- Maintains appropriate client contact

### Essential qualities

We welcome applications from people with the following essential skills, attributes and experience:

- A qualified solicitor/ FCILEx - NQ with 2 – 4 Years' PQE
- Knowledge and experience in employment law
- Personal marketing and networking skills
- Skilled in conveying information accurately and articulately, both verbally and in writing
- Sound negotiation and influencing skills
- Ability to motivate yourself to meet/exceed targets
- Ability to structure own workload making best use of resources and time
- Ability to adapt and respond to changes, showing initiative in approach
- Anticipates client's future needs, sees opportunities for other teams and makes suitable introductions
- Ability to oversee or collaboratively work with team members and deal with issues as they arise

### Desirable talents

The following abilities would also be desirable:

- Excellent organisational skills
- Ability to work independently and manage a caseload
- Ability to market the firm and the team to secure new business
- Ability to promote the team and communicate knowledge through speaking events in person and on-line

## Salary and Benefits

Salary is negotiable dependent on experience. Frettns offer a wide range of benefits to our staff - See Working at Frettns – Benefits.

# Employment Solicitor Tasks and Responsibilities

## Main purposes of role

1. Undertake fee earning work and provide a profitable contribution to the work of the department.
2. Assist in the successful development of the firm in line with the business plan.
3. Provide an excellent, friendly, jargon free service to our clients

## Key tasks (not an exhaustive list)

1. Conduct of matters as directed by the team on behalf of clients
2. Management of support services for which they are responsible
3. Participation in marketing activities whether on a firmwide, departmental or office basis.
4. Financial control with particular regard to cashflow control through collection of monies on account and billing procedures.

## Working at Frettens – Benefits

At Frettens Solicitors, we endeavour to invest in our employees and offer a place to work which is supportive, fulfilling and enjoyable.

### Facilities

- The firm invests substantially in IT and offers systems and training which sets us apart
- All staff use the latest available versions of Microsoft Windows and Office
- All staff are provided with dual monitors
- Phone headsets are available to those who prefer them
- All of our offices have fitted kitchens where tea, coffee and squash are complimentary and boiling water and filtered, chilled and ambient water is available on tap
- Fruit is freely available in each kitchen
- We have an interactive company intranet which all staff are encouraged to utilise.

### Medical

- Private healthcare policy is available to all staff
- Health cash plan is available to all staff, enabling refunds on bills for optical, dental, chiropody, chiropractic, physio etc.
- Life insurance for all staff paying out four times your annual salary
- Annual paid sick allowance

### Work life balance

Approximately 40% of our staff work non-standard hours – we understand that it is important for employees to have flexibility in their working hours and the ability to fit their work and personal lives together.

- Flexitime is available to the majority of staff from their very first day (exceptions are in areas like reception where alternative flexibility is available). The flexitime works by bringing forward or back your start time on the same day, as long as the core hours of the day are covered and is pre-agreed to ensure teams are not left short staffed.
- Soft start time – start up to 15 minutes late and finish accordingly late on the same day – available any day and not pre-agreed (to account for traffic/delays etc.)
- Starting annual leave of 20 days / 25 days dependant on role (pro-rata for part time staff)
- Option to buy additional holiday if eligible
- Long service annual leave entitlement increases - after 5 years an additional day, after 12 years a further additional day. A bonus week's holiday in recognition of 10 years' service awarded in Year 11.
- Additional annual leave day for your birthday when your birthday falls on a weekday

### Social and communication

- Monthly firm-wide meeting to communicate news
- Monthly prizes for referrals to other teams
- Quarterly prizes for the most referrals
- Quarterly special recognition award and prize, nominated by colleagues
- Annual staff Christmas party, where meal and drinks are paid for by the firm
- Annual staff and family BBQ where food and drinks are paid for by the firm
- Monthly drinks allowance for get together after work
- Active Social Committee who organise social events such as bowling, quizzes, karaoke etc. which are often subsidised by the firm.

## Additional benefits

- Free or subsidised parking available to all
- Enhanced maternity pay for qualifying staff
- Performance related bonus for qualifying staff
- Recruitment incentive of £2,500 or £500
- Support for professional training – including some funding and time off for study where applicable
- Mobile phones for qualifying staff
- Discounted legal fees