**JOB DESCRIPTION** 

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Job Title Senior Employment Legal Officer – SELO -02-20

Location Belfast

Salary NJC Scale PO2, points 35 – 37, £31,401 - £33,136 + 3% pension contribution, commencing at point 35

Post Full-time – 35 hrs per week (subject to ongoing funding)

Report Senior Solicitor

Purpose of Job To lead on the promotion of employment law rights in NI through the provision of advice, casework and representation, policy advocacy, training and legal information.

Contact with Clients and public

Referral agencies, statutory and voluntary organisations

Northern Ireland Courts & Tribunal Service

Law Centre NI staff, volunteers, students and Management Committee

Law Centre NI Members

Trade Unions & other employment bodies

Counsel

Elected representatives and policy makers

Media

**MAIN DUTIES**

**Advice & Casework**

* to give legal advice to callers to the Law Centre NI employment law advice line and provide specialist support in the area of employment law;
* to supervise the work of the employment law team at Law Centre NI under the direction of the Senior Solicitor;
* to identify strategic legal issues in employment law and, initiate and conduct appropriate cases in accordance with the Law Centre NI’s casework strategy;

* to advise and negotiate on behalf of and represent Law Centre NI’s clients before tribunals and other courts, instructing and working with counsel in cases in the higher courts as required;
* to represent and advise clients in respect of conciliation and/or settlement discussions through the Labour Relations Agency or with respondents’ representatives;
* to comply with regulations governing legal aid;
* to keep detailed financial records and ensure compliance with all professional standards;
* to contribute to the development of the Law Centre NI’s casework strategy;
* to keep records to an appropriate standard for management purposes ensuring compliance with funding and professional standards including, for example, Lexcel Quality Standard, Legal Services Agency and the Law Society of Northern Ireland;
* to assist other Law Centre NI staff, where appropriate, with specialist advice in the area of employment law.

**Training**

* to identify employment law training needs of members and others, including in response to changes in legislation and policy;
* to produce training materials and deliver training to meet the identified needs of members and others as may be required.

**Policy /Public Legal Information and Communications Work**

* to represent Law Centre NI at appropriate seminars and conferences;
* to identify law, policy and practice issues arising in the area of employment law and identify appropriate responses;
* to research and produce public legal information in the area of employment law including briefings/legal information papers and other written material for publication, including on Law Centre NI website;
* to contribute to Law Centre NI’s responses to consultation documents and policy statements;
* to contribute to and participate in media interviews on casework and policy issues;
* to work with policy colleagues to achieve Law Centre NI policy objectives and build effective external networks.

**Membership & Stakeholder Development**

* to convene and manage an employment adviser network;
* to encourage and assist members of Law Centre NI in carrying out their advice and policy work;
* to assist in increasing Law Centre NI’s membership network;
* to develop and maintain effective relationships with Law Centre NI members in support of their advice and policy work as appropriate;
* to develop and maintain effective working relationships with other relevant stakeholders to support the work of the employment law service.

**Organisation Development**

* to identify and contribute to the development and growth of the organisation that supports sustainability;
* to work collaboratively across teams and promote knowledge sharing across the organisation that supports the achievement of its overall organisational objectives;
* to work in accordance with the Law Centre’s values in delivering its vision and mission.

**Professional Development**

* to agree individual objectives and set priorities in accordance with those objectives;
* to identify own training and professional development needs in consultation with Line Manager and source appropriate support;
* to maintain specialist knowledge and skills and meet CPD requirements;
* to build stakeholder confidence in Law Centre NI’s employment law service provision through high standards of personal and professional accountability.

**Other duties**

* to assist with the preparation of reports for funders and others as required by management;
* to supervise trainee solicitors, students and volunteers, as appropriate;
* to undertake relevant administrative duties in the performance of the above;
* to act as ambassador for the Law Centre NI, upholding its public image through its employment law work;
* to be available to work outside standard business hours on occasion in order to meet the demands of the role;
* to undertake such other duties as may be required from time to time.

**Person Specification** 

**Senior Employment Legal Officer** SELO-02-20

**Essential                             Desirable**

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| **Qualifications, Knowledge and Experience** | **E1** A solicitor admitted in Northern Ireland, or  solicitor admitted in England and Wales or Republic of Ireland (the successful candidate will be assisted to apply for admission to the roll of solicitors in Northern Ireland) with at least two year’s experience of  providing advice on employment law and representing clients in tribunal and/or the courts on employment law matters  **OR**  A barrister with at least two year’s experience of  providing advice on employment law and representing clients in tribunal and/or the courts on employment law matters  **E2** Experience of producing  legal information documents e.g. bulletins/briefing papers  **E3** Experience of representing an organisation externally  **E4** Experience of effectively working as part of a team | **D1** Experience of producing training materials  **D2** Experience of delivering training  **D3** Experience of working to achieve law and policy reform  **D4** Experience of strategic litigation  **D5** Experience of supervising legal staff and/or volunteers |

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| **Skills/Aptitudes** | **E5** Excellent oral and  written communication skills  **E6** Proficient in the use of information technology  **E7** Skilled in the conduct of employment litigation  **E8** Ability to prioritise and meet strict deadlines  **E9** Excellent organisational skills    **E10** Able to work appropriately on own initiative  **E11** Able to relate to people in different settings | **D6** Able to produce accurate and timely reports  **D7** Ability to identify legal and policy issues for strategic development and opportunities for influence  **D8** Ability and willingness to share knowledge and expertise with others |
| **Commitment** | **E12** Demonstrable commitment to aims of Law Centre (NI) | **D9** Knowledge and understanding of role of the Law Centre and voluntary sector advice giving organisations  **D10** Commitment to public legal and other advice services |
| **Circumstances** | **E13** Willingness to travel throughout Northern Ireland as required  **E14** Available for occasional evening and weekend work. |  |