

## Solicitor – Employment

Red Kite Law LLP is a Legal 500 practice with a clear vision for the future. It has grown strongly over recent years as a result of the commitment of the excellent team of people within the Firm. With offices located within the Counties of Carmarthenshire, Pembrokeshire, Powys, Swansea, Cardiff, Gloucestershire and Herefordshire, the Firm offers a modern, open and progressive working culture.

The Employment Team are a well-established team with a large range of both employer and employee clients. They advise on a range of both contentious and non-contentious matters and clients vary from large international private sector businesses, public sector organisations, charities to SME's and individuals.

We are looking to recruit an experienced Employment Solicitor to join our busy team on a fixed term contract of 12 months to commence around 4 January 2021.

Base office location can be flexible and the role will contain homeworking.

The successful candidate will have the ability to handle a large caseload, dealing with both private Employment and HR related queries and Employment Tribunal matters with a keen interest in continuing to develop the Employment team and provide excellent client service to its clients. The role will involve the supervision of fee-earning work undertaken by more junior colleagues and experience of such supervision is required.

<b>Job title: Solicitor</b>
Department: Employment
Location: Flexible
Reporting to: Head of Department
Salary: Competitive rates of pay
Contract: Fixed Term 12 months – Full or Part time

<b>ROLE PURPOSE</b>
To provide a quality service to the Firm's clients to meet the needs of the Employment department and help it achieve its financial and other targets
To supervise more junior colleagues of the department
To contribute to the success of the Firm in line with personal objectives and the business plan

<b>REQUIRED SKILLS and EXPERIENCE</b>
4+ years PQE in an Employment department
To be technically competent and commercially aware
Good drafting skills
Professionalism and courtesy with clients and colleagues
To liaise with clients on the Redkite Employment and HR package advice line and support colleagues in doing so

Ability to handle pressure
Self-management, problem solving and initiative
A good working knowledge of Microsoft Word and Outlook and experience of using a case management system
Excellent written and oral communication skills
Clear written presentation
Supervisory Skills
Business Development and Presentation skills with a keen interest and experience of handling marketing events and training
Ability to prioritise workloads and work within deadlines
To be a team player and to work collaboratively with colleagues across the business

<b>MAIN DUTIES AND RESPONSIBILITIES</b>
<b>Service Delivery</b>
To manage a full employment caseload and advise clients on the full breadth of employment issues to include employment disputes, TUPE, employment support for corporate transactions, disciplinary procedures, capability procedures, sickness absence and manage Claimant and Respondent Employment Tribunal matters
To progress matters expeditiously and to the best of your ability to secure the client's desired outcome
To ensure that the client is kept regularly informed on progress and costs
To build a reputation for specialist expertise
To use existing precedents and contribute know how to the Firm's precedents
To support the growth of the employment department and the wider Commercial team
To establish and maintain effective working relationships with co-workers, management and the general public
<b>Leadership and Values</b>
To demonstrate the Firm's values in dealings with clients and colleagues alike
<b>Financial</b>
To record all chargeable and investment time
To complete client work efficiently to contribute to the Department revenue targets
To manage client expectations for costs and seeking to recover the maximum fees possible, minimising write off
<b>Business Growth</b>
To contribute specialist content to Legal Updates
To prepare, market and deliver training to the Firm's clients
To attend networking events
To seek opportunities to cross sell across the Firm
<b>People Skills</b>
Supervision of fee-earning work undertaken by more junior colleagues.
To establish and maintain effective working relationships with co-workers, supervisors and the general public.
<b>Client Focus</b>

To ensure that Red Kite is easily accessible to clients; in terms of availability to meet and speak with clients and through the use of jargon free language in written communications
To comply with the Firm's client care charter as amended from time to time
To maintain business relationships with key clients and referrers of work
<b>Compliance and Risk</b>
To escalate any issues arising in client matters for which you are responsible, to a higher level if it is outside of your level of experience
Maintain regular consistent and professional attendance, punctuality, personal appearance, and adherence to relevant health & safety procedures.
To comply with all office supervision systems and procedures as set out in the Staff Handbook.
To meet annual CPD requirements

<b>DESIRED EXPERIENCE</b>
Experience of Employment Tribunal advocacy such as attendance at preliminary hearings
Experience using SOS Connect or a similar data management system

You may be requested to undertake other reasonable duties as they arise.

Contact: HR Executive, Nichola Stewart on 01646 683222 or by email: [Nichola.Stewart@redkitelaw.co.uk](mailto:Nichola.Stewart@redkitelaw.co.uk) for more information.

We are an equal opportunities employer