

JOB DESCRIPTION

Job Title:	Executive
Reporting to:	Unit Manager
Supervisory Responsibility:	None

Job Purpose:

Manage a full caseload of:

Employment advice and/or representation matters including unfair dismissal and compromise agreements, but will also include a proportion of complicated matters (e.g. discrimination/TUPE) under supervision.

Carry out work on other team members' cases as required.

The job holder will be expected to conduct and manage all aspects of his / her caseload, including taking appropriate daily decisions involving considerable exercise of judgment, subject to supervision.

The level of supervision required will be in accordance with the firm's standard system.

The job holder will require a sound theoretical knowledge of the work and an ability to conduct cases from beginning to end. In addition he/she will have considerable experience usually gained over 2 years of handling a full caseload as mentioned above. The job holder will be required to undertake advocacy in the Employment Tribunal (ET), including preliminary hearings and where necessary may be required to carry out advocacy in full hearings up to 2 days.

The job does not carry any direct supervisory responsibility, but the job holder will play an important role in the team in helping to achieve the Unit's objectives.

The ability to communicate clearly and effectively is essential.