

JOB DESCRIPTION

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

Job Purpose:

Manage a full caseload of:

Straightforward employment advice and/or representation matters, such as, unfair dismissals, wages claims, settlement agreements, and some less complicated discrimination claims under supervision.

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

The level of supervision required will be in accordance with the firm's standard system together with further assistance in relation to key decisions on cases.

The job holder will require a sound theoretical knowledge of the work and an ability to conduct cases from beginning to end.

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.