

Job Profile Employment Lawyer

This supplementary information is for the Employment Lawyer role and is for guidance and must be used in conjunction with the Job Capsule for the Legal Job Family at Level 4, Zone 2.

Job Title: Employment Lawyer

Job Grade: Level 4 Zone 2

Salary Range: £42,687 - £49,515 Plus 5% Market Supplement

About Camden

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

The Council is looking for an experienced Employment Lawyer to assist in the delivery of some of the Council's top priorities by delivering a high-quality customer focused legal employment service. You will be a valued member of a lively, responsive and supportive department delivering essential advice to clients and providing representation on employment cases across the Council.

About the role

To provide a high quality and comprehensive legal service on all aspects of employment law. To work in partnership with service directorates to build good working relationships and ensure that you provide high quality legal advice to staff across Camden. In particular, you will be responsible for providing good quality advice on complex and high profile matters to senior officers. To appear in open court or in chambers on litigious matters as appropriate.

Example outcomes or objectives that this role will deliver:

- The post-holder will be responsible for the effective provision of legal advice, undertake casework and deliver a client focussed service. This includes preparing and processing all matters such as drafting all necessary documents including pleadings, the evaluation of evidence, instructing counsel, interviewing witnesses, preparing proofs of evidence and witness statements.
- To undertake advocacy where the post holder has a right of audience on all matters relating to the work of the council and its service directorate.
- To prepare and check reports for and attend committees, working parties and other meetings where legal advice is required.
- To undertake legal research where necessary and in particular in respect of new legislation.
- To focus on the delivery of outcomes and the priorities of the Council as set out in We Make Camden, our renewed vision for our borough
- To assist in the implementation of and utilise any case management and information technology systems.
- To work effectively and in partnership with colleagues and team members in the delivery of the service and in respect of complex work or projects. To keep abreast of all relevant legislation, court practice and procedures and report and advice the Council of the impact of these on client groups and the management of cases. To make recommendations on any changes in policy or practice.

- Promote and provide advice, information and training as requested by the Senior/Principal Lawyer as appropriate to the needs of internal clients. Produce information and literature appropriate to the needs of officers and client groups.
- All Camden employees are expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties which reasonably correspond to the general character of their post and their level of responsibility.

About you

You will have the following technical knowledge and experience:

- Be a qualified Solicitor or Barrister
- Detailed knowledge of the law and procedure in the Employment Tribunal, Employment Appeal Tribunal, Supreme Court, County Court and Court of Appeal.
- Significant experience of conducting employment litigation and advising on employment law preferably in relation to local authorities.
- Experience of preparing cases and drafting legal documents for the Employment Tribunal and Employment Appeal Tribunal.
- Advocacy skills are an essential requirement for this role to represent the Council on all employment matters (case management discussions, pre-hearing review and merits hearing).
- Excellent interpersonal and communication skills (written and oral) including literacy, tact and diplomacy and ability to advise competently on relevant legal matters.
- Experience of advising clients, meeting deadlines and time recording.
- Excellent organisational skills able to manage a complex and varied workload with a flexible and innovative approach to work.
- Ability to work on own initiative and with minimal supervision, to undertake research and be able to make accurate, considered judgements and decisions.
- Good experience of working as part of a team including in a multi discipline team

Work Environment:

This post is based in 5 Pancras Square, with extensive tribunal/court work, and preparatory work for the tribunal/court and attendance at tribunal/court will be required. Travel between premises may also be required to attend meetings. As the specialist team deals with contentious issues, there may on occasions be contact with distressed, agitated or aggressive individuals over the telephone or in the court environment.

The post-holder will be required to work in an 'agile' way in line with Camden's move to a paperless and flexible work environment.

People Management Responsibilities:

None

Relationships:

The post-holder will be required to liaise primarily with officers in the Human Resources team, but also with various teams and services across the organisation and in schools where necessary, to provide high level, technical advice. Key client contacts are likely to include:

- Director of People and Inclusion
- HR Employee Relations Manager and HR business partners.
- Senior Officers and members across the Council
- Schools

These relationships will involve advice on case progression, investigations and evidence gathering, including advice on any complex and contentious legal matters that arise during course of any case or investigation.

Within the legal department and the broader environment of the council the post-holder will be required to maintain key relationships and contact with some or all of the following:

- Borough Solicitor, Principal and Senior Lawyers
- Chief and Senior Officers within the council and other public/local authorities in Camden
- Councillors/members of the public
- Chief and Senior Officers of other Local Authorities
- Professional and technical bodies
- Counsel and private solicitors
- Court officials.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

This role is not a politically restricted role

Diversity & Inclusion

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,