



Job description

Job Title:	Employment Law Solicitor
Reporting to:	Partners – Employment Law
Based at:	Choice of Cardiff Office (9 Cathedral Road, Cardiff CF11 9HA) OR Bangor office (Unit F12, InTec, Ffordd y Parc, Parc Menai, Bangor, LL57 4FG) with some working from home if desired
Hours:	37.5 hpw Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays
Salary:	£TBC depending on experience
Benefits:	25 days holiday per annum, plus statutory and bank holidays Private medical insurance 3% pension contribution Death in service cover
Purpose of Role:	To work within Darwin Gray's award-winning Employment Law team and to provide effective support to the team when it comes to giving advice to clients on employment law matters.
Key Tasks:	To provide support to the Employment Law team on the following topics: <ul style="list-style-type: none">• Employment Tribunal claims;• Disciplinary and grievance matters;• Discrimination;• Dismissals, redundancies and restructures;• Employment contracts and staff handbooks;• Consultancy agreements;• Settlement agreements;• TUPE transfers;• Assisting with client training;• Employment issues relating to corporate transactions;• Whistleblowing; and• Workplace investigations.
Technical Ability:	Essential: <ul style="list-style-type: none">• Circa 3 years PQE in employment law• Excellent technical knowledge• Strong working knowledge of MS Word and Outlook Desirable: <ul style="list-style-type: none">• Working knowledge of a practice management database
Person Specification:	Essential: <ul style="list-style-type: none">• Strong communication skills. Welsh language skills desirable• Consistently works to a high level of accuracy and attention to detail• Able to work independently but also as part of a team on larger projects• Able to use own initiative• Highly organised and able to work under pressure• A completer-finisher• A flexible approach, willing to assist team members as required