

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 h/w Generally, Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays
Salary:	£TBC depending on experience
Benefits:	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:	<p>To provide support to the Employment Law team on the following topics:</p> <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:	<p>Essential:</p> <ul style="list-style-type: none"> • Circa 0-3 years PQE in employment law • Excellent technical knowledge • Strong working knowledge of MS Word and Outlook <p>Desirable:</p> <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. Ability to speak Welsh is 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
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