Darwin Gray Solicitors Cyfreithwyr

Job description

Job Title:	Employment Law Solicitor (2 - 5 years' PQE)
Reporting to:	Head of Employment
Based at:	9 Cathedral Road, Cardiff CF11 9HA or M-SParc, Gaerwen, Anglesey, LL60 6AG
Hours:	37.5 h/w Generally, Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays is possible, depending on business needs
Salary:	£TBC depending on experience
Benefits:	25 days holiday per annum, plus statutory and bank holidays. Private medical insurance (option to add family members at own cost) 5% pension contribution Death in service cover Company sick pay of up to 4 weeks per year Ride to Work scheme Ability to apply to learn Welsh in working time or attend refresher courses Gym discounts scheme Recruitment bonus for successfully referring someone to join the team Progressive family leave policies
Purpose of Role:	We are seeking an Employment Law Solicitor with 2 - 5 years' post-qualification experience to join our established and growing employment team. This role is suited to a solicitor who can work both collaboratively in a team and autonomously, provide pragmatic and commercially focused advice, and support with a varied caseload across both contentious and non-contentious matters. The successful candidate will demonstrate strong technical competence, excellent interpersonal skills, and the ability to build and maintain trusted client relationships.
Key Tasks:	Contentious Employment Matters • Work with others on Employment Tribunal litigation from instruction to conclusion, including drafting pleadings, managing disclosure, drafting witness statements, and preparing for hearings. • Advise on, and assist with, claims including discrimination, whistleblowing, unfair/constructive dismissal, equal pay, breach of contract and redundancy disputes. • Conduct or support advocacy at preliminary hearings and settlement discussions. • Assist with providing strategic guidance to clients on ongoing disputes, risk management, and settlement strategy. Non-Contentious Employment Work • Draft, negotiate and advise on employment contracts, service agreements, policies and handbooks. • Assist with internal HR processes including disciplinary, grievance, performance management and capability procedures. • Assist with advising on restructuring and redundancy exercises. • Support corporate transactions by providing due diligence, drafting warranties and indemnities, and advising on TUPE implications. • Assist with the conduct of disciplinary, grievance or whistleblowing investigations.

Technical Ability:	**Qualifications & Experience** • Qualified Solicitor in England & Wales with 2 - 5 years' PQE. • Demonstrable experience in both contentious and non-contentious employment law. • Experience of drafting experience across employment contracts, policies, and settlement agreements. • Experience with assisting on Employment Tribunal cases from start to finish. **Knowledge & Technical Skills** • Excellent working knowledge of UK legislation and case law. • Ability to deliver clear, concise, and commercially focused advice. • Strong analytical, drafting and problem-solving skills. • Confidence handling complex or sensitive matters. Communication & Interpersonal Skills • Exceptional written and verbal communication skills. • Ability to build rapport and deliver a high standard of client service. • Skilled at presenting technical legal points in a practical, business-friendly way.
Person Specification:	**Essential:** • Commercial mindset and pragmatic, solutions-oriented approach. • Organised, efficient and able to manage competing deadlines. • Proactive, collaborative and committed to delivering consistently high-quality work. • Professional and calm under pressure with strong judgement and discretion. Desirable: • Welsh speaker • Experience supervising junior fee-earners or contributing to team development. • Representation at Employment Tribunal hearings (advocacy experience). • Business development experience, including networking or generating new work. • Sector-specific experience (e.g., public sector, education, healthcare, tech, retail, manufacturing).
What we offer:	• Competitive salary and comprehensive benefits package. • Opportunities for progression and long-term career development. • Exposure to high-quality, varied employment work. • Supportive and collaborative team culture.
How to Apply:	Please send your CV and covering letter to Owen John at ojohn@darwingray.com