

Job title	In-House Employment Lawyer)	Job family and level	Administrative, Professional and Managerial Level 5
School/ Department	Legal Services	Location	Hybrid - University Park Campus / Remote

Purpose of role

An Employment Lawyer is sought to work alongside the University's General Counsel, providing specialist employment law advice, as part of the in-house Legal Services team and as a business partner to HR. The role-holder will join a friendly, busy and supportive legal team and will have the opportunity to undertake a complex and varied workload.

The role-holder will be comfortable with responsibility and sufficiently experienced to be able to provide expert support and advice on a hybrid basis; they will be experienced in advising on the full range of contentious and non-contentious employment work and will be a confident Employment Tribunal advocate to at least preliminary hearing level. The role requires pro-active and timely management of case work, conducting ET cases, writing and delivering training, and engaging in a professional and collaborative way with clients and colleagues at all levels of seniority. The role requires approachability, responsiveness and high levels of professional practice and client care.

The In-house Employment Lawyer will be a team-player, open to developing expertise in complementary areas of in-house legal practice relevant to Higher Education and will value being able to make a positive contribution to wider team projects and initiatives. As a solicitor or barrister with a current practising certificate, they will play an active role in the development and supervision of more junior team members.

The role is advertised as full-time, but applications from lawyers seeking to work a 4-day week may also be considered.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Core Operations</p> <ul style="list-style-type: none"> ▪ Working with the University's General Counsel in providing comprehensive legal advice and problem-solving guidance to the in-house client on employment queries and casework, within the higher education context, which will include: <ul style="list-style-type: none"> • Disciplinary and grievance processes • Discrimination cases • Equality and diversity cases • Whistleblowing cases • Equal pay cases • TUPE queries 	80%

	<ul style="list-style-type: none"> • Trade Union and labour law queries • Data protection issues relevant to employees • Contract and policy review. <ul style="list-style-type: none"> ▪ Conducting Employment Tribunal cases to final hearing, with advocacy at preliminary hearing level. 	
2	<p>Continuous Improvement</p> <ul style="list-style-type: none"> ▪ Pro-actively initiate continuous improvement in the provision of services by the Legal Services team. ▪ Provide expert contribution in relation to strategic initiatives and projects in a legal context. ▪ Establish and maintain credibility with key stakeholders across the University 	5%
3	<p>Training on Employment Law</p> <ul style="list-style-type: none"> ▪ Develop and deliver training on employment law and complementary areas of legal practice 	5%
4	<p>General</p> <p>Any other duties appropriate to the grade of the role, including:</p> <ul style="list-style-type: none"> ▪ Producing service management reports for General Counsel ▪ Ongoing CPD and professional updating and development ▪ Sharing the supervision and mentoring of the paralegals within the team ▪ Sharing administrative tasks (e.g. recording instructions on the case management system, contributing to risk information and team or individual HR processes) ▪ Acting as a gatekeeper for any necessary instructions to external panel lawyers and counsel when required. 	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Proven expertise in employment law ▪ Highly competent in drafting, negotiating, and advising. ▪ Experienced in drafting employment terms and conditions, secondment agreements, employment provisions in other agreements (including TUPE), policy work, advice, correspondence, and pleadings. ▪ Highly professional and responsive client service and management ▪ Ability to effectively communicate complex legal information at a senior level and to all colleagues and stakeholders. ▪ The ability to develop expertise in complementary areas of legal practice. 	<ul style="list-style-type: none"> ▪ Experience of corporate support and governance. ▪ Experience of dealing with disputes relating to the misuse of electronic communications and social media platforms. ▪ Experience of drafting and advising on I.P. matters. ▪ Knowledge of the Higher Education Sector. ▪ Experience in writing and delivering training. ▪ Experience of whistleblowing casework

	<ul style="list-style-type: none"> ▪ The ability to effectively instruct and manage external panel lawyers and counsel. ▪ Self-motivated, able to work independently and as a supportive member of a team. ▪ Well-developed IT skills including use of Microsoft Office, internet, email, and electronic diary. ▪ Excellent oral and written communication skills 	
Knowledge and experience	<ul style="list-style-type: none"> ▪ Established lawyer practising in employment law (England & Wales). ▪ Experience of working with and influencing stakeholders and management. ▪ Experience of working successfully within a team 	<ul style="list-style-type: none"> ▪ Working in a large organisation with a number of key stakeholders ▪ Experience of developing innovative solutions
Qualifications, certification and training (relevant to role)	Solicitor of Barrister practising in-house or in private practice, with a good first degree or equivalent	
Statutory, legal or special requirements	Solicitor of Barrister with current Practising Certificate/Bar Registration (England & Wales)	



The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.

Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



