

Job Title: Employment Lawyer	
Job Evaluation Number	B886

## JOB DESCRIPTION

<b>Job Title:</b> Employment Lawyer	<b>Location:</b> HQ South, Kidlington
<b>Job Family:</b> Business Support	<b>Role Profile Title:</b> BB4 Police Staff
<b>Reports To:</b> Employment Law Manager	<b>Band level:</b> 4J/Legal
<b>Staff Responsibilities (direct line management of):</b> Nil	

a. **OVERALL PURPOSE OF THE ROLE:** Defines the role, put simply, why it exists.

**The overall purpose of the role is to:** provide a comprehensive employment law service to Thames Valley Police. To work under the direction and control of the Employment Law Manager in the provision of employment law advice, procedural case management and representation in respect of litigated and pre litigated cases and in addition to assist generally in relation to the provision of legal advice on policy and general employment law.

b. **KEY ACCOUNTABILITY AREAS:** Defines the important aspect of the role for which the job holder is responsible for results or outcomes.

**The key result areas in the role are as follows:**

1. Research, analyse and interpret legislation and common law in relation to Employment Law to provide practical legal advice to the Chief Constable, the People Directorate the OPCC and, where appropriate, senior line managers.

2. With minimum supervision be able to handle a personal caseload of employment litigation and legal advice on behalf of the Chief Constable on the full range of employment matters. This will include; Employment Tribunals, disciplinary cases, conflict resolution and grievance casework, including use of Counsel as required; re-organisation and redundancy issues; employment contracts; discrimination issues; Health and Safety and Working Time issues; medical retirement and pension issues; interpretation of police regulations.

3. Provide assistance to the Employment Law Manager as required and in particular in respect of complex Employment Tribunals, High Court proceedings and legal support to senior professionals within the organisation.

4. Provide strategic and policy advice, including, in the absence of the Employment Manager or as required by the Employment Manager, attendance and active participation in People Directorate BP meetings and case conference meetings with PSD and People Directorate.

5. Collate and accurately maintain a detailed log of all litigated claims and pre-issue conciliated claims and produce statistical data as and when required and in accordance with legislative requirements e.g. DPA/FOIA/EqA, including a log of all external legal costs in relation to counsel and expert fees.

6. Other duties allocated by the Employment Law Manager which might include carrying out investigations into individual complaints and/or grievances.

. **DIMENSIONS:** Include matters as key result areas that make the greatest demands on the role holder, seasonal pressures, items processed, the number of customers and/or level of authority to make financial decisions or commit other resources

**Further Comments:**

Work load fluctuates and is generated by external factors which cannot always be predicted.

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Required to prioritise competing urgent demands and assist as directed.

Attends Tribunal on average once a month. However, the majority of “representation” is undertaken outside the court/Tribunal setting in negotiating resolution of cases with claimants and/or their legal representatives.

**d. CHARACTERISTICS OF THE ROLE**

**Expertise:** Concerned with the level of administrative, professional and/or technical expertise (knowledge and skills) needed to perform the role effectively; may be acquired through experience, specialised training, and/or professional or specialist education and training.

<b><i>The knowledge or skills required in the role are as follows:</i></b>	<b><i>E/D</i></b>
1. Professional legal qualification and current practising certificate – Solicitor, Barrister OR Legal Executive.	E
2. Demonstrable experience in all employment law matters, including <ul style="list-style-type: none"> <li>• Case management skills in relation to Employment Tribunal proceedings.</li> <li>• Knowledge and demonstrable experience of negotiating settlement agreements/COT 3 agreements) including the quantification of damages</li> <li>• Demonstrable experience of providing clear written advice to senior managers and HR professionals identifying the impact of legislative changes for an organisation and advising upon important developments in case law</li> </ul> <p>Ability to work using own initiative to advise on all aspects of employment law and employment litigation</p>	E
3. Excellent written, inter-personal and advocacy skills in order to properly to represent the Chief Constable before the Tribunal and in all other situations. Able to effectively communicate legal concepts to officers and staff at all levels.	E
4. Proven ability and commitment to work as part of an effective team.	E
5. Proven ability and commitment to promote equality, diversity and Human Rights in working practices.	E
6. Computer and keyboard skills, knowledge and experience of administrative procedures including compilation and presentation of statistics.	E
7. Ability to be mobile across Force when undertaking investigation, attendance at court, etc.	E
8. Recent experience of working within the policing sector; with knowledge of Police employment and pension regulations desirable.	D