Role Profile

Employment Law Solicitor

Role Purpose

This role provides specialist, pragmatic employment law advice to the operational People Team and senior stakeholders across the charity. It supports fair, legally compliant and proportionate decisions in complex employee relations matters, while taking ownership of an employment litigation caseload, including ACAS Early Conciliation and Employment Tribunal proceedings. Working closely with the Head of Legal and People colleagues, the postholder identifies and mitigates legal risk, manages claims effectively and uses litigation insights to strengthen employment practices across the charity.

Key Accountabilities

Business Strategy

- Advise the Head of Legal and People leadership on significant employment law risks, litigation trends, potential liabilities and practical mitigation strategies aligned with organisational priorities and values, to inform strategic decisions and reduce the charity's exposure to employment-related risk.

Business Development and External Relations

- Provide legal advice on the employment aspects of service developments, acquisitions, tenders and contractual arrangements, including TUPE implications and the allocation of employment-related liabilities, to enable informed organisational decisions and manage employment-related risk.
- Manage working relationships with ACAS, external counsel and employment law advisers to coordinate external legal support, secure effective representation and obtain value for money for the charity.

Transformation

- Provide specialist legal advice on restructures, redundancy programmes, collective consultation, service transfers and other workforce change, to enable the charity to meet its legal obligations and consultation requirements when implementing workforce change.
- Translate developments in legislation and case law into practical improvements to People policies, processes and organisational decision-making, to keep the charity's employment practices aligned with legal requirements.

Systems

- Maintain accurate, secure and timely records of legal advice, case progress, tribunal deadlines, evidence, costs and potential exposure using agreed case-management arrangements, to protect confidential information and enable reliable oversight of legal cases and risk.
- Identify themes from claims and complex cases and provide legal recommendations for improvements to management information, reporting and preventative controls, to make recurring employment risks visible and strengthen oversight of legal exposure.

Finance

- Assess the merits, likely cost and financial exposure of disputes, provide proportionate settlement recommendations and support the associated approval and reporting processes, to enable informed settlement decisions and control the charity's financial exposure.
- Monitor external legal expenditure and seek cost-effective dispute resolution or representation in accordance with legal and professional obligations, to secure value for money from the charity's legal spend.

People

- Provide timely, clear and practical employment law advice to the operational People Team, Employee Relations specialists and senior managers on complex disciplinary, grievance, capability, sickness absence, dismissal and contractual matters, to enable fair, legally compliant and proportionate employment decisions.
- Provide specialist employment law advice on high-risk issues, including discrimination, reasonable adjustments, whistleblowing, victimisation, safeguarding-related employment concerns and procedural fairness, to protect colleagues' rights and reduce the charity's exposure to unlawful employment practices.
- Provide legal advice to People colleagues on investigation strategy, evidential assessment, correspondence, decision-making and dispute resolution (with employment decisions remaining the responsibility of the appropriate accountable manager), to enable legally defensible handling of complex employee relations cases.
- Deliver targeted training and updates to improve confidence, legal awareness and consistent application of employment procedures.

Legal and Risk

- Own a portfolio of Employment Tribunal claims from initial assessment to resolution, developing litigation strategy, drafting ET3 responses and pleadings, and complying with tribunal orders and deadlines, to protect the charity's legal position and achieve appropriate claim outcomes.
- Undertake ACAS Early Conciliation and negotiations and prepare or review settlement agreements and COT3 agreements within delegated authority, to secure appropriate and proportionate resolution of employment disputes.
- Manage disclosure, bundles, evidence, witness preparation and statements for employment litigation, undertake advocacy at appropriate hearings where competent and authorised, and instruct external counsel when required, to ensure the charity's cases are properly prepared and represented.
- Provide balanced written and verbal advice on the merits, remedies, reputational exposure and litigation options associated with employment disputes, escalating material risks promptly to the Head of Legal, to enable informed decisions on the charity's response to litigation risk.
- Comply with Solicitors Regulation Authority professional requirements, confidentiality, legal professional privilege, information governance and relevant legal duties when providing legal advice and managing employment cases, to protect the integrity of the charity's legal work and its confidential information.

Quality and Compliance

- Review employment contracts, policies, procedures and correspondence and provide legal advice on their content, to maintain legally compliant documents and clear, consistent employment standards.
- Provide legal advice to specialist colleagues on employment-related disclosure, data subject access and information-handling issues where legal input is needed, to enable legally compliant handling of employment information.

Operational Excellence

- Build trusted working relationships across Legal, People and Operations through accessible explanations of complex legal issues and proportionate, workable recommendations, to enable effective collaboration in resolving employment matters.
- Translate lessons from litigation and recurring disputes into practical legal recommendations for employee relations case management and decision-making, to strengthen operational practice and reduce avoidable claims.

Scope and Geography	This is a national role operating in Scotland and England
Travel Expectation	The role is required to travel nationally to visit services. This is expected to be infrequent.
Collaboration	It is expected that the post holder will work proactively and collaboratively with Operational leaders across the charity, supporting business partners, managers, and specialists and in particular will liaise with People Operations.
Budgets	This role will not have any direct budgetary accountability.

Best Lives, Bolder: Success Measures

Excellence

- **Quality and timeliness of advice:** Legal advice records, case reviews, agreed response standards and stakeholder feedback demonstrate accurate, timely and practical advice that enables fair, legally defensible employment decisions.
- **Effective litigation management:** Tribunal orders, deadline records, pleadings, case strategies, risk assessments and closure reviews demonstrate well-prepared cases, procedural compliance and outcomes proportionate to the assessed legal risk.
- **Learning and improvement:** Post-case reviews, legal recommendations, records of agreed changes and subsequent employee relations case reviews demonstrate that litigation learning informs stronger procedures and case management.

Enabling

- **People team capability:** Training materials, attendance records, participant feedback and follow-up case reviews demonstrate that operational People colleagues understand and apply legal guidance in complex employee relations matters.
- **Effective collaboration:** Stakeholder feedback, advice correspondence and decision records demonstrate that Legal, People and Operations receive accessible, responsive legal input and constructive challenge that supports informed decisions.
- **Fair and inclusive case support:** Legal advice records, reviews of adjustment and procedural fairness advice, and People colleague feedback demonstrate recommendations that take account of colleague wellbeing, inclusion and professional standards.

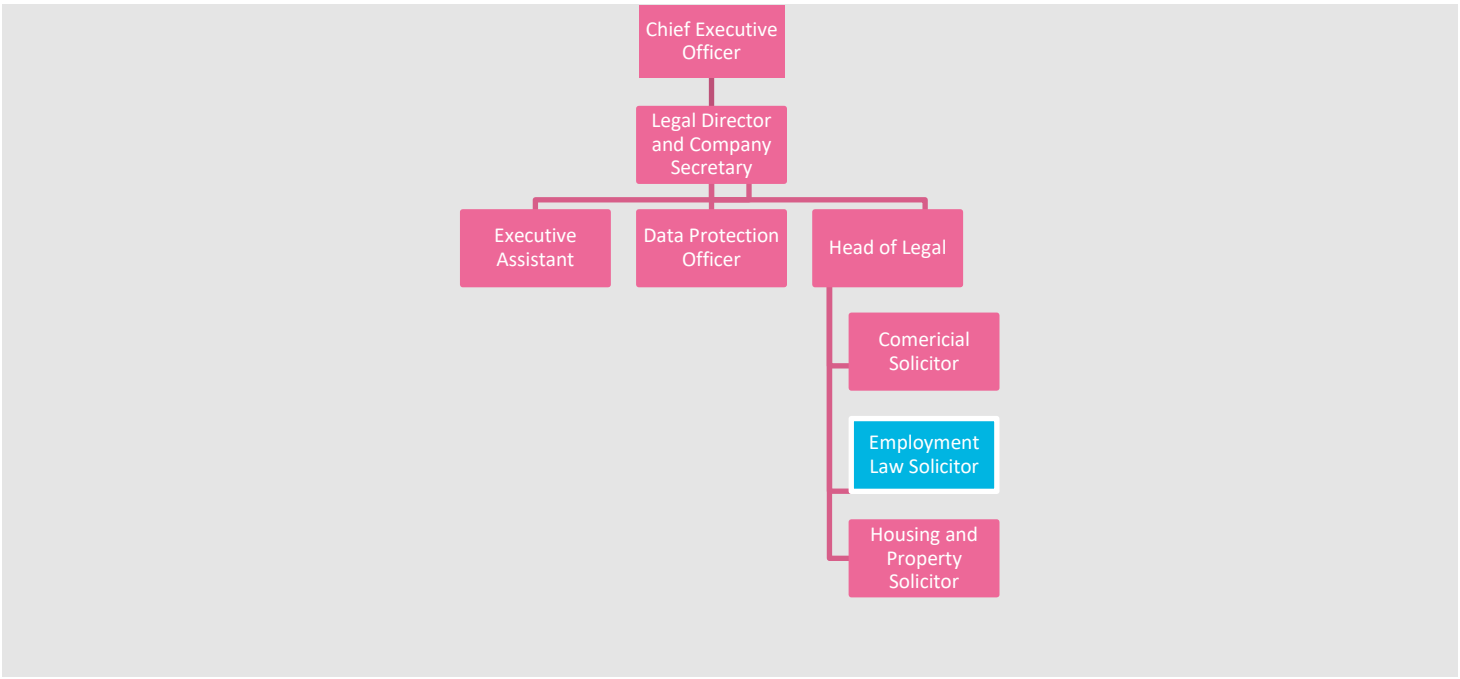
Influence

- **Informed leadership decisions:** Risk reports, legal briefings, escalation records and leadership meeting records demonstrate that significant employment risks, litigation themes and legal developments are brought to leadership attention and considered in decisions.
- **Influence on policy and change:** Legal recommendations, policy version histories, consultation documents and change decision records demonstrate how employment law advice informs policy, practice and workforce change, with reasons recorded where recommendations are not adopted.
- **Proportionate dispute resolution:** ACAS correspondence, negotiation records, settlement recommendations, approval records and closure reviews demonstrate a clear legal contribution to dispute outcomes consistent with delegated authority and assessed risk.

Reach

- **National access to legal expertise:** Advice request records, briefing distribution records, guidance usage information and feedback from People teams across Scotland and England demonstrate access to relevant in-house employment law support across national services.
- **Value from legal support:** External legal invoices, expenditure reports, referral records and case closure reviews demonstrate proportionate use of external advisers and evidence of early resolution or avoided external costs where this can be substantiated.
- **Adoption across services:** Implementation records, guidance usage information, regional People feedback and case trend reports demonstrate where legal improvements are adopted across services and whether they support more consistent operational practice.

Structure



Qualifications, Experience, and Knowledge (e essential; d desirable)

- e **Professional qualification and experience:** Qualified solicitor of England and Wales with a current practising certificate where required and substantial post-qualification experience in employment law (normally five years or more).
- e **Employment law and procedure:** Extensive, current knowledge of employment law applicable in Scotland and England, Employment Tribunal procedure, ACAS guidance and relevant case law, with the ability to apply this knowledge to complex advisory and contentious matters.
- e **Professional and information-handling obligations:** Knowledge of Solicitors Regulation Authority professional requirements, confidentiality, legal professional privilege, information governance and employment-related disclosure and data subject access obligations.
- e **Complex employment matters:** Proven experience advising on contentious and high-risk employment matters, including discrimination, unfair dismissal, whistleblowing, reasonable adjustments and procedural fairness.
- e **Employment litigation and resolution:** Demonstrable experience managing Employment Tribunal claims from initial assessment to resolution, including pleadings, disclosure, witness statements, hearing preparation, ACAS Early Conciliation and settlement negotiations.
- e **Financial risk and external legal support:** Experience assessing dispute costs and financial exposure, making proportionate settlement recommendations, monitoring external legal expenditure and coordinating external counsel or employment law advisers.
- e **Operational People advice:** Experience advising HR/People professionals and senior stakeholders on complex employee relations cases, investigation strategy and employment decisions, translating legal risk into practical, proportionate recommendations.
- d **Service development and employment documents:** Experience advising on the employment aspects of service developments, acquisitions, tenders and contractual arrangements, including the allocation of employment-related liabilities, and reviewing employment contracts, policies and procedures.
- d **Workforce change and sector experience:** Experience advising on TUPE, collective consultation and restructuring, with in-house, charity or health and social care experience desirable.
- d **Legal training and case learning:** Experience delivering employment law training and updates to HR/People colleagues and translating litigation outcomes, recurring case themes and legal developments into practical guidance and recommendations for improvement.

Competencies, Skills, and Abilities (e essential; d desirable)

- e **Legal analysis and casework:** Ability to assess complex facts and evidence, identify legal risks, draft accurate advice and litigation documents, negotiate proportionate resolutions and manage casework to strict tribunal deadlines.
- e **Independent professional judgement:** Ability to weigh legal merits, commercial considerations, colleague wellbeing and organisational values to provide balanced, proportionate recommendations and recognise when material risks require escalation.
- e **Hearing preparation and advocacy:** Ability to organise evidence, prepare witnesses and present clear legal arguments at appropriate hearings where competent and authorised, recognising when external counsel is required.
- e **Communication and influence:** Ability to explain complex legal issues clearly in writing and verbally, present practical options and recommendations, and influence and constructively challenge senior stakeholders to support informed decisions.
- e **Collaborative working:** Ability to build trusted relationships across Legal, People and Operations through an approachable, responsive style, constructive legal input and respect for colleagues' distinct responsibilities.
- e **Training and knowledge sharing:** Ability to translate employment law developments and case learning into accessible training, briefings and practical guidance that builds confidence and capability in operational People teams.
- e **Integrity and resilience:** Ability to handle sensitive and contentious matters with integrity, discretion, composure and attention to detail while protecting confidentiality and maintaining professional standards.
- e **Organisation and prioritisation:** Ability to prioritise competing demands across multiple complex cases, plan work around legal deadlines and maintain accurate, confidential case records and clear risk and progress reports.

Personal Attributes (e essential; d desirable)

- **Integrity and discretion:** Acts honestly and professionally, handling sensitive employment matters with care and protecting confidentiality.
- **Sound judgement:** Takes a balanced, pragmatic and proportionate approach, considering legal risk, colleague wellbeing and organisational values.
- **Empathy and fairness:** Shows understanding of people's circumstances and a consistent commitment to inclusion, dignity and fair treatment.
- **Resilience and composure:** Remains calm, measured and constructive when dealing with contentious cases, uncertainty and competing pressures.
- **Professional courage:** Offers independent advice, constructively challenges assumptions and raises significant concerns even when the message is difficult.
- **Approachability and collaboration:** Builds trust through a responsive, respectful manner while recognising others' responsibilities and decision-making authority.
- **Personal accountability:** Takes ownership of commitments, follows matters through and recognises when to seek support or escalate concerns.
- **Curiosity and openness to learning:** Reflects on experience, welcomes feedback and looks for ways to prevent recurring problems and improve practice.

Behaviours and Values

At Community Integrated Care "how" you approach your work is just as important as "what" you do. With that in mind, we have outlined the key behaviours that we look for at each level in our charity. This role aligns with level 3 in our guide to behaviour.

Job Evaluation

Internal Evaluation Level: SUBJECT TO EVALUATION