

# Job Description

**Job Title: Principal Employment Lawyer**  
**Department: Comptroller and City Solicitor**  
**Grade: F**  
**Location: Guildhall**  
**Responsible to: Chief Lawyer (Litigation)**  
**Responsible for: N/A**

**Appointed Candidates Signature:**

*Please sign and date here upon receiving your offer of employment*

**I confirm I have read the Job Description below:**

Full Name: .....

Signature ..... Date: .....

## Purpose of Post

To deal with employment law matters, both contentious and non-contentious, which relate to the Corporation and its employees. Additionally, to provide advice on employment related FOIA and the DPA issues.

## Main Duties & Responsibilities

- To provide advice to internal departments and to external clients in respect of employment law matters and associated areas of law which relate to employees such as data protection health and safety, and pensions.
- To advise on workplace practices, ensuring compliance with laws related to working hours, fair pay, and health and safety.
- To act for the Corporation and external clients in contentious employment and associated matters in Employment Tribunals, civil courts, internal and external appeal processes, and all forms of ADR, including acting as the Corporation's advocate in all such matters.
- Instructing and consulting with counsel in relation to any tribunal proceedings where external legal counsel is required.
- To help create legally sound employment contracts, handbooks, and policies.
- To provide advice to departments and to external clients in respect of non-routine matters such as issues relating to pupils at the City schools.

- To assist in the preparation and presentation of training seminars for departments and external clients.
- To prepare and contribute to the preparation of reports to committees and to attend committee meetings as required.
- To supervise the work of junior staff as and when required.
- To assist the management of the department in seeking and developing new areas of work from external clients.
- To undertake such other duties as may be allocated.
- To maintain good relations with all clients, to observe the Corporation's Equal Opportunities Policy in all respects, and to comply with Practice Management Standards.
- Keep up to date with new developments in employment legislation.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade
- [Budget Holders Only] Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action

# Person Specification

**Job Title: Principal Employment Lawyer**  
**Department: Comptroller and City Solicitor**  
**Grade: F**  
**Trent Position number: TBC**  
**DBS Criterion: No DBS**  
**Security Vetting Criterion: NPPV 2 (Non police personnel)**  
**Politically Restricted Post Criterion: N/A**

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

## Professional Qualifications / Relevant Education & Training

1. Qualified Solicitor, Barrister or FILEX

## Experience Required (A)

- Extensive post qualification experience in providing employment legal advice and conducting Employment Tribunal Cases.
- Experience at case/management/directions hearings preferably in local government.
- In supporting the Senior and Principal Lawyers to ensure that the Council delivers cost effective high quality legal work
- Experience of advising Committees and preparing reports, and in the recruitment of staff.
- In ensuring that all such work is carried out to the requirements of relevant clients and to appropriate professional standards.
- In ensuring producing work compliant with clients' requirements and appropriate to professional standards

## Technical Skills & Knowledge (A)

- **Excellent Work:** Strong work ethic and professional practice and attitude.
  1. Demonstrate a solid knowledge understanding and application of the key principles theory and practice of law and relevant legal procedures and a desire to excel when using them as a lawyer.
  2. Knowledge of and commitment to the professional duties of a solicitor. The ability to draft persuasive representations and letters, statements, witness statements and other documents.
  3. The ability to make sound strategic decisions when advising and during litigation to achieve the best results for clients whether in settlements or at trial. Ability to

research, analyse and evaluate complex fact patterns, legal concepts and related issues

**1. Communication:**

1. Ability to communicate effectively, orally and in writing, on law and practice relating to employment law, with various stakeholders' professionals and counsel. Breaking down our ideas to create a better understanding and communication between divisions and end users.
2. Able to target the message to the audience, ensuring that everyone can access the information. Listening for information from the manager and the council that can impact on your work. Able to share and pass vital and new information and reflecting back understanding. Escalates issues and opportunities straight away, ensuring risks are managed.

**2. Collaboration and Teamwork:**

1. Ability to establish and maintain strong client relationships.
2. Being a good team player and stepping in to assist manager or colleagues during absences. Sharing information, best practice and ideas with relevant networks and groups.
3. Being approachable, listening and building constructive honest relationships. Regularly sharing success stories that lead to good outcomes. Ability to work under pressure and with limited supervision. Effective networking skills with a wide range of staff and external organisations

• **Solution Oriented:**

1. Proven ability to implement and deliver complex and challenging solutions which are consistent with existing, new or evolving policy/procedure with minimal supervision.
2. Effective, capable advocate with strong, appropriate communication skills – instilling confidence in clients, adaptive and persuasive. Ability to think creatively to accomplish clients' objectives

• **IT and Training:**

1. Ability to apply technical/specialist judgement to ensure service area objectives are achieved with the available resources. You will assist in the preparation and presentation of training seminars for departments and external clients in specialist area. IT skills including ability to use MS Office suite of applications.

**Equality and Diversity:**

1. Demonstrate knowledge of the Equality Act and its application to your area of specialisation.

**Other Relevant Information**  
(e.g. *working hours if applicable*)

1. 35 hours a week and 28 hours in-office working (This is subject to the in-office working policy)

## **Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Contract**

The position is offered on a Permanent basis.

## **Salary**

The salary range for this job is £57,240 - £64,610 per annum inclusive of all allowances. In addition, this post also attracts a Market Forces Supplement of up to £10,560 per annum. The Market Forces Supplement is discretionary and may be withdrawn, reduced or increased during the future. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Pension**

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Hours of Work**

Normal hours of work are 9.15am to 5pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**



This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

2 months by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks,



where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.