

ROLE DESCRIPTION

| | |
|---------------------|--|
| Job Title | Head of Employment (HE- 02-21) |
| Location | Belfast (staff are currently working remotely in line with public health guidelines) |
| Salary | SPC points 38 – 40, £34,106 - £37,107 + 3% pension contribution, commencing at point 38 |
| Post | Full-time post – 35 hrs per week |
| Reports to | LCNI Senior Solicitor |
| Job Purpose | The post-holder will be the lead employment specialist for Law Centre NI (LCNI) in our Employment Rights Project and lead the delivery of high quality employment law services at LCNI that fulfils our mission of using the law to change lives. |
| Contact with | Public and clients Referral agencies, statutory and voluntary organisations Northern Ireland Courts & Tribunal Service Labour Relations Agency Equality Commission NI Trade Unions/other employment bodies/employer organisations Legal profession Elected representatives and policy makers University law schools LCNI staff, Board, volunteers & students LCNI members Media |

MAIN DUTIES

LEGAL

- Lead the work of the employment hub at LCNI;
- Provide legal advice to callers to the LCNI employment law advice line and provide specialist support in the area of employment law;
- Initiate and conduct appropriate cases and represent LCNI clients before the tribunal and other courts, in accordance with the LCNI's casework strategy; identify and pursue strategic legal issues in employment law;

- Advise the Senior Solicitor and Director on the development of the LCNI's casework strategy;
- Responsible for advice and recommendations on LCNI employment law work to the Senior Solicitor and Director as lead employment law expert;
- Represent LCNI to external stakeholders and organisations on employment law matters, as required, acting as a lead ambassador for LCNI;
- Responsible for ensuring compliance with regulations governing legal aid and maintenance of financial records;
- Responsible for ensuring the compliance by the Project with the Lexcel quality standard and other professional standards;
- Work with colleagues to identify the employment law training needs of members and others and deliver training;
- Produce and quality assure public legal information in the area of employment law including briefings/legal information papers and other written material for publication;
- Contribute to LCNI's employment policy work with expert employment law advice and guidance;
- Contribute to and participate in media interviews on employment law.

ORGANISATIONAL DEVELOPMENT & MANAGEMENT

- Lead and manage the Employment Rights Project legal team at LCNI reporting to the Senior Solicitor and Director, as required; monitor the achievement of individual and team objectives and set priorities in accordance with those objectives;
- Identify and progress opportunities for the development and growth of the organisation that supports sustainability, including the further development of the Employment Rights Project at LCNI;
- Ensure all Employment Rights Project advice and case recording is accurate and up to date to enable timely production of management and performance reports; produce reports for funders and contribute to new funding bids;
- Supervise staff, trainee solicitors, students and volunteers, as appropriate;
- Work collaboratively and promote effective knowledge sharing across the organisation that supports the achievement of its overall mission and objectives;
- Role-model LCNI's values in delivering its vision and mission;
- Contribute to LCNI's management and deputise for the Senior Solicitor as required.

PROFESSIONAL DEVELOPMENT/RESPONSIBILITIES

- Build stakeholder confidence in LCNI through high standards of personal and professional accountability;

- Maintain and develop expertise in employment law, continuously building reputation and recognition as NI expert.
- Identify training and professional development needs, including CPD requirements, in consultation with line manager and source appropriate support.

OTHER DUTIES

- Undertake relevant administrative duties in the performance of the above;
- Attend and report to LCNI Board as required;
- Be flexible to work outside standard business hours on occasion in order to meet the demands of the role;
- Undertake such other duties as may be required from time to time.

March 2021

*NOTE: this JD will be subject to review from time to time in line with the changing needs of the organisation.

As this post may involve work with vulnerable adults, LCNI will offer the post subject to a satisfactory vetting report from Access NI.

Head of Employment (HE-02-21) - Person Specification

Essential

Desirable

| Qualifications, Knowledge & Experience | <p>*E1 A solicitor OR barrister (i) eligible to practise in NI, or eligible to practise in NI by date of appointment, (ii) with detailed knowledge of employment law and (iii) at least 3 years' post-qualifying full-time experience (or part-time equivalent) that includes substantial achievement in employment law and experience of representing clients in tribunal and/or the courts in employment law matters</p> <p>*E2 Experience in building effective external partnerships</p> <p>*E3 Experienced in leading others with responsibility for decision-making, motivating and inspiring others to deliver outcomes.</p> | <p>D1 More than 3 years' post-qualifying experience demonstrating substantial achievement in employment law</p> <p>D2 Experience of achieving law and policy reform</p> <p>D3 Experience of strategic litigation</p> <p>D4 Experience of supervising legal staff and/or volunteers</p> <p>D5 Experience of producing training materials and delivering training</p> <p>D6 Experience of developing innovative approaches to the delivery of legal services</p> <p>D7 Experience of producing public legal information resources e.g. bulletins/briefing papers</p> |
|---|---|---|
| Abilities & Skills | <p>*E4 Skilled in the conduct of employment litigation.</p> <p>E5 Confident in presenting complex information in an accessible way, with excellent oral and written communication skills.</p> <p>E6 Proficient in the use of information technology such as to be administratively self-supporting</p> <p>E7 Ability to plan, prioritise and lead a team to achieve results</p> | <p>D8 Ability to identify and lead organisational development initiatives</p> |

| | | |
|------------------------------------|---|---|
| <p>Aptitudes/Commitment</p> | <p>*E8 Self-motivated with a passion for using the law to change people’s lives</p> <p>E9 Aptitude for team work that builds and maintains good internal collaborative working/interpersonal relationships</p> <p>E10 Open to self-reflection and growth</p> <p>E11 Aptitude for responding proactively to immediate challenges</p> <p>E12 Demonstrable commitment to the aims of Law Centre NI and to on-going professional development</p> | <p>D9 Aptitude for identifying legal and policy issues for strategic development and opportunities for influence</p> |
| <p>Circumstances</p> | <p>*E13 Willingness to travel as required</p> <p>*E14 Available for occasional evening and weekend work in accordance with the requirements of the post</p> <p>*E15 Current UK driving licence with access to a car (note this will be waived where applicants can demonstrate suitable alternative arrangements or in response to disability needs)</p> | |

Please note criteria marked * will initially be assessed at shortlisting stage.