

Outset Legal LLP - Job Profile

JOB PROFILE: [Employment Lawyer](#)

REPORTS TO: [Senior Employment Lawyers](#)

Role Summary

We are currently looking to recruit up to two employment lawyers (ideally 1-3 PQE and 3-6 PQE) to support the existing workload of a busy team and to help to support the expansion of the team and development of the Employment and HR practice.

You will be expected to manage multiple files and multiple client relationships, often as the lead client contact. Whilst both roles will be reporting in to the Senior Employment Lawyers in the team there is an expectation for an ability to work independently on both matters and clients with appropriate supervision depending upon seniority and experience. There will also be an opportunity to provide support and guidance to more junior members of the Employment Law team and HR consultants and advisers.

You will be responsible for advising clients on all aspects of employment law in connection with (i) day to day employment advice (ii) Employment Tribunal claims and other contentious matters (iii) corporate support on share and business acquisitions. The ideal candidate(s) would have experience of the following:

- Giving day to day employment and HR advice by telephone and in writing to managers, HR, and senior executives/Board level
- Drafting contracts, policies, and other employment related documentation;
- Advising on disciplinary and grievance matters, and conducting investigations
- Employment Tribunal litigation, including drafting and responding to claims, witness statements, and advocacy (at the preliminary hearing stage at a minimum);
- Other forms of civil litigation, including High Court disputes related to employment (bonus, confidential information, team moves, & restrictive covenant disputes)
- Corporate support / transactional work (i.e. share purchase and business acquisitions and related due diligence)
- Data protection
- Advising individuals/senior executives

Experience of conducting training for clients and supervising more junior fee earners would also be beneficial, as would a strong focus on building client relationships and business development.

Competencies

- Good technical skills and a willingness to learn and develop
- Teamwork/collaboration/desire to support others
- Ability to communicate complex advice to a variety of audiences
- Commerciality and a consultancy mind set
- Self-Discipline and willingness to assume responsibility
- Integrity and trustworthiness