



Job description

Qualified Solicitor (0-2 years PQE) – Employment Law

We are looking for an experienced, organised and reliable qualified solicitor to join a fresh new boutique law firm specialising in employment law. Reporting to the Head of Employment, you will provide legal advice to clients on a broad range of contentious and non-contentious matters for both employee and employer clients. Our clients are predominantly seeking advice in respect of:

- Settlement agreements
- Tribunal claims and appeals
- Grievance and disciplinary procedures
- Contractual rights
- Restrictive covenants
- Unfair and constructive dismissal
- Redundancy
- Discrimination
- Whistleblowing
- Pay disputes
- Restructure / reorganisation

Experience

- We are seeking a qualified **Solicitor (with valid SRA practising certificate), a Lawyer Cilex, or an established fee earner**
- Preferably you will be **0-2 years PQE** but all levels will be considered
- Previous experience in a law firm is required
- Previous experience within the employment law sector is required
- Experience in the corporate law sector is welcomed
- Experience with LEAP case management system is desired

Key Skills

- You will be **ambitious, passionate, friendly, and hardworking** - with a **solid foundation of employment law**, with both contentious and non-contentious experience.
- You will be able to establish solid relationships with a wide range of clients based on principles of mutual respect.
- You will have highly developed communication skills both verbally and in writing.
- You will have a proven track record of billings and will take a keen interest in building your own client base.
- You will be a problem-solver with the judgment to know when to use initiative.

Job role and responsibilities

- Conducting Initial Consultation appointments
- Providing detailed settlement agreement advice and engaging with negotiations around contractual terms
- Advising and representing individuals in respect of ongoing grievance or disciplinary matters

- Advising businesses on their employment law issues including policies, contracts, restrictive covenants, service agreements, employment aspects of buying and selling a business, transfers, and TUPE
- Representing clients in respect of Employment Tribunal proceedings and appeals at the EAT
- Preparing and reviewing legal documents
- Managing all aspects of the client relationship, from engagement to billing and payment
- Recording time spent accurately and maintaining accurate system records via LEAP case management system
- Emailing and corresponding with various parties on cases including clients, other parties, Barrister's clerks and insurers.
- Professional and effective communication with team members and contacts
- Professional and effective communication with business contacts
- Ability to network and engage in business development
- Taking responsibility for attending training and logging CPD points
- Working closely with office support to ensure compliance with all file management and practice management processes, including those related to file opening and closing and auditing, to ensure SRA compliance at all times
- Ensuring the confidentiality of the client and firm's information and documentation at all times
- Other duties as required to ensure the efficient running of the office
- NB: All responsibilities will be carried out under the supervision of the Head of Employment

What's on offer?

- Job Type: Full time – 35 hours per week, Monday – Friday 9 – 5pm, although part time applicants will be considered
- Hybrid working - remote / office based in Monmouth, NP25 or Bristol BS1
- Attractive salary and bonus scheme
- Pension
- Excellent career development opportunities within a supportive and dynamic team
- Parking if required

Why CSJ Legal?

CSJ Legal is a newly established law firm which invests in its staff and will ensure that they feel valued, supported and encouraged. The work we do is varied, interesting, challenging and worthwhile. If you have a passion for providing high quality legal service in a way that really makes a difference to clients, CSJ can provide the framework to develop your career.

To apply for this role, please submit your CV to Practice Manager, Charmagne Berry charmagne@csjlegal.co.uk. Should you have queries about the role, call Charmagne on 0117 3130500.

We champion Equality and Diversity and will consider all applications for flexible working or reasonable adjustments from Day One. If there are any alternations to the recruitment process required to support your application, please let us know.

Application deadline: Monday 12th May 2025

Expected start date: Monday 16th June 2025 (subject to references)

Reference ID: CSJ310325