



## THACKRAY WILLIAMS JOB DESCRIPTION

**Position:** Employment Lawyer (Solicitor/Associate Solicitor)  
**Location:** Sevenoaks/Bromley/London  
**Reports to:** Head of Employment

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This role provides an opportunity to join an ambitious law firm who has recently expanded into the City of London. The firm's Employment Department is highly regarded with leading reputations for its client service and ability to achieve commercial results for its clients.

Covering all aspects of employment law, high standards of accuracy and efficiency are required alongside confident delivery of day to day commercial requirements. The individual must be highly motivated with the ability to confidently handle transactional and advisory work. The ability to develop existing and new client relationships is a must.

The department is growing and is an integral part of the future plans for Thackray Williams. As such the role holder should be passionate about business development with their own ideas as to how to further grow and develop the department.

Having a collegiate and collaborative approach to the team and the wider firm is also important.

### **Required knowledge and experience**

The successful candidate will have between 4-7 years PQE with strong technical knowledge of employment law and a passion for business development. With a focus on our commercial client base the role requires a strong background in respondent-based employment matters such as corporate support work, wrongful and unfair dismissals, redundancy and restructuring, restrictive covenants and general employment issues.

We expect the successful candidate to have good team working and collaborative skills. We expect to see client care at the core of your approach to legal matters and for our lawyers to have sound commercial acumen.

### **Main Responsibilities**

- Process instructions in accordance with established procedures of both good practice and the firm's quality system and risk management processes
- Assist in marketing activities and maintain appropriate professional relationships with referrers and clients
- Work in a cross disciplinary way with other departments within the firm and on a cross referral basis (promoting the services of teams from across the firm whenever the opportunity arises)
- Introduce new clients to the firm
- Identify and attend appropriate networking opportunities



- Effect financial controls for matters under supervision in conjunction with the Head of Department complying with the SRA accounts roles
- Play an active role within the team and support team members during busy times
- Take responsibility for delegated work, ask for guidance in respect of matters that are unclear and report errors which need to be resolved
- Involve the support staff in an effective way
- Adopt knowledge sharing behaviours at team, departmental and firm level
- Comply with SRA learning and development requirements and identify specific training needs
- Attend appropriate informal and formal training
- Promote the firm's core values and branding
- Supervise the work of any direct reports such as Legal Assistants
- Embrace change and set an example to more junior staff

### Person Specification

- At least 4 years PQE within Employment Law
- Must be working in and have significant experience of employment law (ideally with a private practice background)
- Immigration experience ideal (but not essential)
- Self sufficient and able to work with minimum supervision and with some supervisory experience
- Ability to relate to clients at all levels and demonstrate excellent levels of client care
- Good team player with collegiate and collaborative approach
- Excellent communication skills
- Adaptability and flexibility in respect of the nature and delivery of work
- Ability to forge and develop business relationships with an enthusiasm for networking and business development
- Commercial acumen and appreciation of financial fundamentals
- Genuine desire to be involved in the future growth plans for the firm

### Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of:

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Supportive of others

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies aligned to this role are those are;



- Fostering Teamwork
- Motivational Support
- File Management
- Building Rapport
- Professional Development
- Business Perspective
- Expanding the Business
- Organising and Prioritising

The successful candidate will be expected to evidence that they meet these core competencies during the interview process.