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**Support and Professional Services**

**Vice Chancellor’s Executive**

**Employment Solicitor**

**ZZ004168**

**Information for Candidates**

**THE POST**

Please see the attached job description and person specification.

**TERMS OF APPOINTMENT**

Salary is in the range £28,996 - £33,598 per annum (£48,327 - £55,998 per annum x 0.6 fte) and progress to the top of the scale is by annual increments payable on 1st April each year. Salary is paid into a bank or building society monthly in arrears.

Working hours are 22.2per week. Overtime is not normally payable but time off in lieu may be given. The working hours are normally from 8.30am to 5.15pm Monday to Thursday and 8.30am to 4.15pm Friday with one hour and ten minutes for lunch. Specific times may vary according to the Department concerned.

Annual leave entitlement is 32 working days in a full leave year. If you work less than 37 hours per week, your leave will be calculated on a pro-rata basis. The leave year commences on 1 October and staff starting and leaving during that period accrue leave on a pro-rata basis. In addition, the University is normally closed from Christmas Eve until New Year’s Day inclusive and on bank holidays.

It is a condition of the appointment for the proper performance of the duties of the post that the appointee will take up residence at a location such that they are able to fulfil the full range of their contractual duties. This residential requirement will be expected to be fulfilled within twelve months of taking up the appointment. The University has a scheme of financial assistance towards the cost of relocation, details of which can be found on the University website:

 <http://www.port.ac.uk/departments/services/humanresources/recruitmentandselection/informationforapplicants/removalandseparationguidelines>

The Appointee will be entitled to join the Local Government Pension Scheme. The scheme's provisions include an index-linked pension with an option to exchange some pension for a lump sum on retirement together with dependants’ benefits. Contributions by the employee are subject to tax relief.

There is a probationary period of six months during which new staff are expected to demonstrate their suitability for the post.

There is a comprehensive sickness and maternity benefits scheme.

**All interview applicants will be required to bring their passport or full birth certificate and any other 'Right to Work' information to interview where it will be copied and verified.** The successful applicant will not be able to start work until their right to work documentation has been verified.

Under the University’s Insurance Policy we will take up references for candidates called for interview. Your current employer reference must be your current line manager. It is also a requirement of this policy that we take up references to cover the previous three years of your employment or study.

The successful candidate will need to bring documentary evidence of their qualifications to Human Resources on taking up their appointment.

To comply with UKVI legislation, non-EEA candidates are only eligible to apply for this post if it has been advertised for a total of 28 days.

If the position has a requirement for Disclosure and Barring Service check (DBS), this will be stated in the advert. The DBS Application Form will be provided once the selection process has been completed.

All applications must be submitted by Midnight (GMT) on the closing date published.

**UNIVERSITY OF PORTSMOUTH – RECRUITMENT PAPERWORK**

1. **JOB DESCRIPTION**

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| **Job Title:** | Employment Solicitor |
| **Grade:** | 9 |
| **Faculty/Centre:** | Directorate |
| **Department/Service:****Location:** | Corporate GovernanceUniversity House  |
| **Position Reference No:** | ZZ004168 |
| **Cost Centre:** | 45910 |
| **Responsible to:** | University Solicitor as line manager, with work allocated by the Deputy Director of Human Resources  |
| **Responsible for:** | N/A |
| **Effective date of job description:** | 18 July 2017 |

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| **Context of Job** |
| The Employment Lawyer will be a member of the Office of the Director of Corporate Governance but will work and interact closely with the Human Resources Department. The Employment Lawyer will be responsible for providing or helping to secure legal advice on employment matters. This will include day-to-day interaction with staff within the Human Resources Department. They will, from time-to-time, also advise members of the University Executive Board and provide legal advice via the Director of Corporate Governance to the Board of Governors.  |

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| **Purpose of Job** |
| The role exists to provide a proactive and responsive service for the provision and/or commissioning of legal advice on employment matters. The role holder will review and analyse forthcoming changes to employment legislation and lead institution-wide working groups to ensure the implementation of compliant working practices.  |

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| **Key Responsibilities:** |
| 1. To advise on the law relating to employment matters; procuring external advice where risk factors are significant or specialist input is required.
2. To undertake, review or assist with the drafting of employment agreements, contracts and related legal documentation.
3. To pro-actively advise upon existing and forthcoming employment legislation that will impact upon the University’s work, leading cross institutional working parties to develop and implement compliant practices.
4. To provide or advise upon appropriate training for staff on the implications of employment law and its potential impact upon their work.
5. To commission external legal advice where required and to advise staff upon the best sources of specialist external legal advice where required, and to monitor the performance, engagement and value for money of the external legal advisers used by the University.
6. To advise upon employment issues, including employment contracts, employee relations and grievance and disciplinary cases.
7. Employment Tribunal claims, including drafting pleadings, disclosure, proofing witnesses, drafting witness statements and conducting the day-to-day management of the claims.
8. To review and update, in conjunction with relevant colleagues, the University’s internal policies and procedures to bring them in line with developments in employment law.
9. To undertake any other activities that are reasonable and commensurate with the role.
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| **Working Relationships** |
| The postholder will report to the University Solicitor and will primarily provide legal support and advice to the Human Resources Department. As such, they will need to maintain strong and effective working relationships with colleagues in the Human Resources Department.  |

1. **PERSON SPECIFICATION**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |
| Qualified solicitor with employment law specialism and relevant post qualification experience. | E | AF, I |
| Experience of providing employment law advice across a range of activities to managers in a large organisation | E | AF, I |
| Experience of providing employment law advice within a higher education institution or similar provider | D | AF, I |
| Experience of providing training on employment law to a wide range of staff | D | AF, I |
| Experience of advising clients in a unionised environment | D | AF, I |
| Knowledge of employment law in the context of higher education and related fields and current best practice in the area | D | AF, I, S |
| **2.** | **Skills & Abilities** |
| Ability to manage a varied and time-pressured workload | E | AF, I, S |
| Ability to think, operate and contribute at a strategic level | E | AF, I, S |
| High quality drafting skills | E | AF, I, S |
| Ability to communicate clearly and authoritatively to staff at all levels through a range of mediums appropriate for the message  | E | AF, I, S |
| Ability to establish effective and efficient policies and procedures  | E | AF, I |
| Ability to work effectively as part of a team | E | AF, I |
| Ability to exercise clear, informed judgement and to be decisive | E | AF, I, S |
| Ability to work in a consultative and collegiate way | E | AF, I |
| **3.**  | **Qualifications, Education & Training** |
| Qualified solicitor, admitted to practice in England and Wales  | E | AF, I |
| Postgraduate qualification in a relevant area | D | AF, I |
| **4.** | **Other Requirements** |
| Willingness to contribute to the broader activities of the University, stepping beyond functional expertise  | E | AF, I, S |
| Self-motivating, and able to motivate others  | E | AF, I, S |
| Commitment to a high quality and customer-focused service | E | AF, I, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered in this role. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use the** [**Job Hazard Information**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/jobhazardinformation/filetodownload%2C164407%2Cen.doc) **document in order to do this.**  |
| 1. International travel/Fieldwork
 |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants)  |  |
| 1. Manual Handling (of loads/people)
 |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers)
 |  | 15. Working with sewage, drains, river or canal water  |  |
| 1. Genetically Modified Organisms
 |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA
 |  | 17. Vibrating tools  |  |
| 1. Night Working

 (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment
 |  | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc)
 |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation
 | 21. Contaminated soil/bioaerosols |  |
| 10. Asbestos and lead  | 22. Nanomaterials  |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc)  | 23. Workplace stressors (e.g. workload, relationships, job role etc)  |
| 12. Food handling  | 24. Other (please specify)  |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** | CLAIRE DUNNING |
| **Date** | 18 JULY 2017 |
| **Extension number** | 5508 |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.