



SOLICITOR (EMPLOYMENT AND LITIGATION)

Starting salary £48,822 - £61,760 (inclusive of market supplement)

The University of South Wales seeks a Solicitor (Employment and Litigation) to join the University Secretary's Office as part of the University's legal services unit.

The main purpose of this role is to provide expert employment law advice to People and Organisational Development covering approximately 2,000 staff as part of a small in-house team, with experience within redundancy and restructure, employment tribunals, terminations and TUPE agreements. The post holder will also manage the instruction of external lawyers as needed. The role requires independent working in a fast-paced academic environment and development of strong relationships with university stakeholders and will work directly with General Counsel. The postholder will also provide legal advice and support on related student matters, including student complaints, disputes and internal proceedings, where these raise legal, procedural, equality or regulatory issues for the University.

We are looking for an ambitious and highly motivated individual with the professional qualities, expert knowledge and experience to fulfil the role of Employment Lawyer.

This is a full-time permanent post, primarily based at USW's Pontypridd campus. Benefits include 35 days annual leave, generous pension and flexible working.

If you are a successful candidate and this position will be your first professional services role at the University (or you are currently employed by PSS Ltd), you will be employed by Professional and Support Services Limited, a wholly owned subsidiary of the University of South Wales, which provides services to the University and Colleges. If you are an internal professional services candidate, you will continue to be employed by the University of South Wales.

For an informal conversation about this post please contact Mr. Andrew Davies, General Counsel at Andrew.Davies5@southwales.ac.uk.

Discover the advantages of working for USW: <https://tinyurl.com/WorkatUSW>

USW is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All those working at the University are expected to share this commitment.

We are committed to employing a diverse workforce and creating an inclusive environment. Where colleagues can be themselves and every person is treated with dignity, fairness and respect. We actively encourage applications from diverse backgrounds and communities, especially with regards to age, disability, gender identity, sexual orientation, race and religion and/or belief. We benchmark our success through equality accreditations with Athena Swan, Race Equality Charter, Stonewall and Disability Confident.

If you're a Welsh learner or a Welsh speaker, we'd be delighted to receive your application. At USW, you'll have access to Welsh courses to enable you to develop your Welsh skills further, in order to provide a bilingual service to our students, colleagues and the public.



We welcome applications in Welsh and English. Applications in Welsh will not be treated less favourably than those made in English.

Apply online <http://www.southwales.ac.uk/jobs>

Job Description

Job position	Solicitor (Employment and Litigation)
Faculty	University Secretary's Office
School/sub-department	Legal Services
Grade and salary	*£48,882-£61,760 per annum (inclusive of market supplement) *commensurate to experience
Hours of work	Full time
Contract duration	Permanent
Reports to	General Counsel

Job purpose

As an Employment Lawyer at the University of South Wales, you will be expected to provide high-quality, timely and solution-finished employment law advice. Key working relationships include colleagues across the University Secretary's Office, People and Organisational Development, senior leadership and academic and professional services teams. This will also include working closely with teams responsible for student complaints, academic registry functions and student services in relation to student disputes and internal proceedings. The postholder will manage a varied caseload covering contentious and non-contentious employment matters, contributing to effective people management and compliance across the institution. In addition, the postholder will provide legal advice and support in relation to student complaints, disputes and panels, where appropriate, including advising on procedural fairness, equality and legal risk.

Key responsibilities

1. To be responsible for a variety of employment advice needs in support of the University;
2. To uphold the relevant regulatory principles and the regulatory code of conduct;
3. To advise and represent the University with respect to complex employment issues including employment tribunals, grievances, performance management, capability, misconduct and redundancy;
4. To be the main point of contact in the Legal Team on Employment law issues, identifying and flagging any serious risks to General Counsel in a timely manner and advising on solutions to mitigate those risks in an efficient manner;



5. Support HR with employee relations issues, organisational change processes, and settlement agreements;
6. Analyse and determine the level or risk associated with employment issues and provide mechanisms for managing associated risk;
7. To provide legal advice and support in relation to student-related complaints, disputes and internal proceedings, including advising on legal risk, equality considerations and procedural requirements, and supporting relevant University panels where required;
8. To provide clear, practical and accessible legal advice to non-lawyers across the University;
9. To manage the timely and cost-effective use of instructions to external law firms and counsel for the provision of external specialist advice and representation;
10. Scanning for and management of legislative and regulatory change that affect the University including legislative, regulatory and procedural developments relevant to both employment matters and student complaints and dispute processes;
11. To manage instructions in a timely manner according to the priorities of the University;
12. To provide relevant CPD to colleagues and key stakeholders;
13. To act in accordance with the University's Equality and Diversity Policy and the University's Health and Safety Policy;
14. Health and Safety Policy;
15. To be aware of opportunities for continuous improvement aimed at improving efficiency and effectiveness and to make recommendations for improvements such as creating templates, policies and procedures including contributing to the development and improvement of guidance, training and documentation relating to employment and student dispute processes; and
16. Any other duties as required by the line manager as are consistent with the broad purpose and grade of the post.

Person Specification

To be able to undertake this role effectively you will need the key attributes and skills outlined below. When completing your application ensure you demonstrate how you meet these criteria.

*Key criteria are identified by * in the person specification below*

1	A qualified and practicing solicitor in England and Wales *, ideally with at least 4 years PQE
2	Ability to create/draft/review University policies and support others in review of their policies.
3	Thorough understanding of UK employment law, including unfair dismissal, discrimination, TUPE, contracts, equalities legislation (including reasonable adjustments), global mobility, overseas working, and whistleblowing *
4	Significant experience in contentious and non-contentious employment law including leading on the conduct and management of Employment Tribunal matters, including drafting of pleadings, advice in relation to disclosure and conduct of preliminary hearings and other representation at Employment Tribunals and where appropriate instruction of counsel *
5	Demonstrable experience of managing and coordinating a range of complex cases with minimal supervision ensuring cost-effective use of external legal advice *



6	Experience of managing relationships with multiple stakeholders, with a proven ability to develop and maintain effective working relationships with both senior managers and external partners *
7	Experience, knowledge and understanding of working in the Higher Education or business support sector including experience of advising on or supporting student complaints, disputes or panels within a higher education or comparable organisational context *
8	Experience of commercial dispute resolution *
9	Exceptional presentation and reporting skills to produce clear, concise and accurate reports to a strict timescale *
10	Proven ability to communicate in an open, clear, concise and well-structured way for non-lawyer colleagues *
11	Excellent IT skills including the use of Excel, Powerpoint and Word *
12	Experience advising committees and preparing legal reports
13	Awareness of higher education compliance obligations (e.g. equality, safeguarding, dignity and research/visiting staff contracts)
14	Demonstrable ability to keep up to date with relevant developments in law, consider and maintain professional development and meet regulatory body competencies and CPD requirements
15	The ability to speak and/or write in Welsh is desirable.

Additionally you will need to

	Be willing to travel to undertake related activities (such as Employment Tribunal representation).
	You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties.

Health and Safety

You must a) familiarise yourself with, and comply with, the organisation's Health and Safety Policies and Procedures which are available on Connect (Intranet); and b) be fully conversant with your health and safety responsibilities outlined in the Faculty/Department Health and Safety Management Arrangements document and implement accordingly.

Disability Confident Employer - Offer of an interview

The University of South Wales is committed to employing a diverse workforce and creating an inclusive environment where staff can be themselves and everyone is treated with dignity, fairness and respect. We welcome applicants from diverse backgrounds and communities, particularly in terms of age, disability, gender identity, sexual orientation, race and religion or belief. We guarantee that all disabled candidates who meet all the key criteria for the vacancy they are applying for are offered an interview. Key criteria by * in the Person Specification above.