



## Employment Legal Clerk

We are currently looking for a full time Employment Legal Clerk to work with our Head of Department at our Southport office. They will be involved in providing clients with top quality employment law advice and be part of developing and expanding the firm's client base within this area of the practice.

The successful applicant will have the skills and experience to help grow and assist on a varied caseload of employment claims and non-contentious employment matters for both employers and employees.

The successful candidate will be assisting to develop the Department and helping to win further business. We are looking for a confident and experienced Legal Clerk with strong administration and communication skills.

The role will include assisting on the following types of cases:

- Contract drafting and advice.
- Disciplinary and grievance procedures.
- Settlement agreements.
- Dismissals.
- Redundancies.
- Discrimination.
- Tribunal Claims.
- Restraint of Trade and Covenants.
- Working with our Head of Department to develop new and existing contacts by identifying and targeting quality business sources.
- Developing the client base to achieve and maintain personal profitability, creating strong client relationships.
- Integration and being actively involved in the regional business communities.
- Actively networking and raising the profile of the firm locally, attending local/regional functions and events.
- To demonstrate technical ability in aspects of the employment work.
- To prepare bundles of documents for Tribunal Hearings.
- To deal with all aspects of the administration for the Employment Department, including taking new client details, booking appointments, file opening, and billing.
- To have the potential to effectively manage own caseload as the Department grows.
- Travelling and working across all the offices as and when required.
- You will be expected to deal with administrative duties as and when required which include all aspects of administration and customer services at our Southport office.



To be considered for this excellent opportunity, the attributes required are:

- Employment law experience.
- Good IT skills including the ability to utilise a case management system and amend/modify the case management system.
- Excellent administration skills and excellent attention to detail with a desire and willingness to get involved at all levels of running and developing a growing Department.
- Good telephone manner and ability to take detailed information from new client enquires in a timely manner.
- Potential to provide high quality advice to clients from all sectors across a broad range of issues.
- Experience in dealing with clients at a high level and a proven ability to market successfully their expertise.
- Experience in carrying out legal research and presenting it to assist the Head of Department with case assessment and preparation.
- Ability to form good relationships with clients and colleagues and to work as part of an effective team.
- Commercial attitude with the ability to practice good financial management of files and caseload.
- Where appropriate to contribute towards training and know-how of others in the team.
- The role will involve business development and you will need the desire to play an active part in the marketing and development of the firm.
- Networking within the business community and gain key referral sources in order to develop work.
- Contributing ideas to the firm's marketing strategy for winning new work and implementing agreed initiatives.
- To identify and initiate cross-selling opportunities.
- Excellent communication skills, both oral and written.
- Well organised, with a clear and professional manner.
- Well presented, punctual, confident, and self-motivated.
- Flexible in your working approach with the ability to multi-task and prioritise workloads.

Desirable aspects are:

- Marketing and networking experience.
- Business development experience.

This role offers the opportunity to join an established and developing law firm. You will also be offered excellent training and development and will have the opportunity to develop your career as this department grows.

Please send your CV and covering letter to [sbirchall@kirwans.co.uk](mailto:sbirchall@kirwans.co.uk)