

# PAYNE | HICKS | BEACH

## EMPLOYMENT PARALEGAL

### JOB DESCRIPTION

#### **The Firm**

Payne Hicks Beach is a 27 partner firm of solicitors based in five offices in New Square, Lincoln's Inn. In total the firm has a complement of approximately 150 partners and staff.

The firm was founded in 1730, and draws strength from its long history. However, whilst valuing its history, the firm has a modern outlook. The firm has particular expertise in private client work, including family work, and together these two areas account for around 75% of the firm's fee income. We are one of the leading firms in the country in both private client and family work.

The firm is organised into eight specialist departments:

Citizenship and Immigration  
Private Client (including tax, trust and probate)  
Family  
Property  
Dispute Resolution  
Company and Commercial  
Employment  
Privacy and Media Law

The strategy of the firm is to grow by selective recruitment of individuals with a proven track record in their particular area of expertise. The firm has continued to flourish in recent years and has a sound financial base from which to continue to grow in a planned way.

The firm has modern IT systems and prides itself on the smooth running of its administration. The support staff include a full time librarian, and there are on line facilities for research.

#### **Employment Department**

We act for a wide range of clients drawn from banking, advertising and other industries. The Head of Department's work is principally for senior individuals whereas the Associate's work is mostly for small to medium range employers. Work for private individuals is often of a highly sensitive and confidential nature and is mostly contentious.

#### **The Role**

This is a great opportunity for a dynamic and driven Paralegal to cover a broad range of employment law work.

You will be working alongside the Head of Department on employment tribunal disputes and non-contentious employment law matters.

The key duties will include, but will not be limited to:

- Assisting the Head of Department and Associate on a caseload of employment matters from start to finish, such as redundancy, unfair dismissal, whistleblowing, discrimination and equal opportunities, bullying and harassment, settlement agreements, disciplinary hearings and dismissals, and restrictive covenants
- Conduct legal research on industry specific issues
- Providing support internally and completing supportive tasks that are deemed necessary

- Advising clients on all aspects of employment law
- Liaise and meet with clients and keep them up to date on the progress of their case
- Supporting fee earners on their drafting of legal documents, such as claim forms, particulars of claim, lists of issues, schedules of loss, witness statements, taking instructions from clients, handling settlement discussions
- Draft advice letters
- Business Development tasks
- Attending tribunal/court
- Typing up attendance notes

### **The Individual**

Should have at least two years' employment law experience and be able to hit the ground running and be able to work independently.

Must have:

- Proactive client focus and empathy
- Legal qualifications (Law degree (2:1 preferred), from a reputable university or CILEX qualification)
- Knowledge of employment law and sound commercial awareness
- Previous experience working in private practice would be advantageous
- Excellent oral and written communication skills
- Strong analytical skills and the ability to explain complex technical issues to non-technical audiences
- Ability to prioritise and work under pressure to meet deadlines
- Excellent organisational skills
- Outgoing personality and a team player
- Sense of humour

### **IT in the Firm**

The firm has a network running on Windows 7 with Office 2010 running on the desktops with access to Word, Excel and SOS Practice Management system.

The firm has both internal and external e-mail using Microsoft Office and Exchange Server

### **Remuneration Package**

Salary: Market Rate

Other benefits: 4x Life Assurance

Permanent Health Insurance

Medical Insurance after one year's service

BUPA Wellbeing Cashplan after one year's service

Auto enrolment in the firm's Group Personal Pension Scheme (after 1 complete calendar month qualifying period) with firm's contributions of 5% of salary (EE 3 & 4% respectively).

Interest free season ticket loan after 3 months

Cycle to work scheme

EAP Scheme

Childcare Vouchers

Holidays: 22 days, rising to 25 days plus bank holidays

### **Other**

The taking of cigarette breaks is not permitted.

We are an equal opportunities employer.