

Job Description – In-House Employment Solicitor

Status:	Permanent, Full time 37.5 hours per week
Location:	Leatherhead, Surrey
Reporting to:	Legal Managers / Senior Manager
Department:	Claims Department (incorporating In-House Legal Team)

About Police Federation England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 139,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

- Provide comprehensive legal advice and assistance to PFEW's National Secretary, Deputy National Secretary, senior management, and Heads of Civil & Criminal Claims.
 - Work collaboratively with an experienced and amiable in-house legal team to share a high varied and interesting case load.
 - Support the Heads of Claims and Claims Advisors by undertaking the legal analysis of proposed and ongoing employment tribunal claims and assisting in claims reviews of funded cases, and by making appropriate recommendations regarding matters of case management and funding decisions.
 - With the Claims Department contribute to the upskilling of the local Branches and Representatives to assist in improving the end-to-end process and service.
 - Respond to internal or local Branch enquiries on case law, Police Regulations, Home Office Guidance/consultations or other regulatory matters, and issues potentially affecting the wider membership.
 - Support the organisation across the departments by providing in-house legal advice and assist in the implementation of a legal strategy to enable a consistent approach.
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Key Responsibilities

- Provide a first-stage legal analysis of mainly employment claims and requests for advice/funding/support by producing clear and comprehensive written reports to enable the Claims Department make funding determinations in accordance with PFEW Funding Rules and Criteria.
 - Support the Claims Department case manage the claims and relationships with panel solicitors through the provision of technical legal advice and reviews of ongoing claims and funding requests.
 - Respond to local Branch/ Representative enquiries on matters of employment law and Police Regulations (typically concerning discrimination and whistleblowing and some regulatory matters, such as judicial review applications), and where appropriate make recommendations to assist in equipping them to support the members in turn.
 - Undertake legal research and assist the business areas and executive with relevant queries regarding case-law, Police Regulations and Home Office Guidance or Consultations, review and advise upon proposals and policies of partner organisations where these impact on the PFEW's members.
 - Collaborate with the PFEW's Policy Support department and others and contribute to the legal database.
 - In conjunction with PFEW's Learning and Development Department contribute to the education and training of PFEW Representatives on matters of employment and discrimination law.
 - Contribute to the preparation and updating of internal policies and procedures.
 - Assist the HR and Employee Relations Departments as and when required in connection to non-police staff.
 - Provide in-house legal advice and support across the departments.
 - Knowledge share and attend or contribute to focus group sessions, such the Equality Liaison Officer's Seminars.
 - Contribute to and/or review internal publications such as materials on the internal Hub or Police Magazine.
 - Provide representation or support external insurer/panel firms in the conduct of litigations against PFEW (such as professional indemnity and/or ET claims).
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Key Skills & Experience

- Professional legal qualification and registration with the relevant regulatory body (SRA, CILEX or equivalent) and 2 years minimum PQE in employment law.
- Demonstrable experience, understanding and enthusiasm for contentious employment law (including knowledge of ET practice and procedure) and in particular in discrimination claims.
- Ability to quickly drill down into the legal issues, and principles at stake, in order to provide a clear written legal analysis and costs/merits/benefits analysis of cases.

- A high degree of interpersonal and communication skills (both written and verbal) and the good ability to make complex legal matters accessible to non-lawyers.
- Empathy and aptitude for seeing the bigger picture and wider issues at stake.
- Experience of working successfully as part of a team or independently and with limited supervision, together with a strong ability to plan and prioritise work effectively.
- Self-sufficiency in matters of administration and ability to adapt to learning new case management systems.

Additional Requirements

- Occasional travel may be required, for example to local Branches, conferences or other events that might also entail overnight stays.
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What PFEW will offer you

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, private healthcare, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent Acquisition Lead
 - Take home assessment
 - Face to face or virtual Interview with Legal Manager and/or Senior Manager and Talent Acquisition Lead
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*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.