

**Job Description – In-House Solicitor**

**Status:** Permanent

**Location:** To be confirmed

**Department:**  Claims & In-House Legal

**Reporting to:** In-House Legal Team Leader

**Primary Function**

Reporting to the In-House Legal Team Leader, the post holder is responsible for:

* Providing a comprehensive service of employment law advice regarding Police Federation of England and Wales (PFEW) members to senior management, the Claims departments and Branches;
* Assisting with the implementation of a legal strategy that ensures a consistent approach to the provision of PFEW legal advice and support;
* Providing in-house advice and representation on employment matters to HR and on civil and costs matters as required;
* Designing and delivering in-house training on legal issues.

**Responsibilities and Duties**

**Technical Responsibilities**

* Provide a first-stage analysis of requests for advice/funding /support to enable the Claims department to decide which cases should be funded;
* Develop and maintain an effective working relationship with each of the Claims administration departments and decision makers;
* In conjunction with the PFEW’s Learning and Development department and appropriate business areas, contribute to the training and education of representatives on employment and discrimination law, ensuring that such training is updated in light of current case law and legislation;
* Contribute to the PFEW’s response to Government Consultations on employment and discrimination proposals;
* In conjunction with the PFEW’s Policy Support department and others, contribute to a legal database which includes legal advice and relevant case decisions;
* Provide input at relevant meetings;
* Assist the business areas and executive with relevant queries regarding case-law, Police Regulations and Home Office Circulars;
* Review and advise upon proposals and policies of partner organisations where these impact on the PFEW’s members;
* Liaise on or conduct professional indemnity claims being brought against PFEW ;
* Advise on and review internal policies and procedures.

**Other Responsibilities**

* Assist HR with any internal queries on an as required basis;
* Prepare and/or review leaflets and other information materials produced by PFEW in the employment and discrimination fields before they go to print;
* The post holder will be required to travel occasionally, with reasonable notice. This will involve travel either by the post-holder’s own car or public transport and stay overnight if required.

**NB Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the requirements of the Police Federation and as directed by the In-House Legal Manager.**

**Person Specification**

**It is essential that the post holder has:**

* Professional legal qualification and evidence of continuing professional development;
* Direct post-qualification work experience in employment law and/or discrimination law for at least 2 years;
* A demonstrable understanding, awareness and commitment to the promotion of equality and diversity;
* Demonstrable experience with a good understanding and awareness of employment and discrimination law and Employment Tribunal practice and procedure;
* The ability to assess cost/merit/benefit of cases;
* An understanding of the staff association role;
* The ability to plan and prioritise work;
* The ability to make complex legal matters accessible to non-lawyers through written and oral communication;
* Good research skills;
* Necessary experience to be self-sufficient in computer and other administration.

**It is also desirable for the post holder to either have or be committed to achieve:**

* A working knowledge of civil procedure rules;
* A working knowledge of police regulations;
* Experience of assigning cases to and working with advocates;
* The ability to review commercial contracts.
* A working knowledge of police pensions, ill-health retirement and injury on duty.