

Employment Associate 2-4 PQE - Cheltenham

Job Description



Who We Are



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



Responsible Business

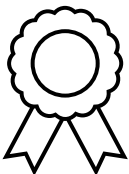
We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Associate – Employment 2-4 PQE

The Cheltenham Employment team at Charles Russell Speechlys advises a broad range of clients, including businesses, senior executives and entrepreneurs, across the UK and internationally. The work mix is varied and high quality, covering day-to-day strategic HR advisory work, Employment Tribunal litigation, complex exits, restrictive covenant and confidentiality issues, workplace investigations, TUPE and transactional support. The team works closely with colleagues across the Firm, including Corporate, Real Estate, Private Client, Immigration and Dispute Resolution, providing an excellent opportunity to be involved in cross-practice, commercially focused employment work for an international law firm that has a diverse and sophisticated client base.

Roles and Responsibilities

- Providing all aspects of advice to clients on employment documentation, policies, disciplinary and grievances, family friendly issues, redundancy processes and GDPR.
- Running employment tribunal litigation including drafting Grounds of Resistance, Particulars of Claim, attending Preliminary Hearings and dealing with case management steps.
- Carrying out due diligence on transactions and advising on “red flag” issues, drafting warranties and indemnities and advising on TUPE.
- Advising Senior Executives on maximising their severance terms on exit.
- Advising on all aspects of employment and partnership disputes (knowledge of High Court CPR is valued but not a pre-requisite).
- Complying with all relevant legal and regulatory obligations including the Solicitors Regulation Authority (SRA) Standards and Regulations, and Principles.

Skills and Experience

- Strong drafting skills both in respect of non-contentious and contentious work.
- Ability to demonstrate conduct of employment tribunal proceedings on behalf of Respondents and Claimants.

- Familiar with employment data protection and privacy issues including Data Subject Access Requests.
- Ability to contribute to business development initiatives, such as through article writing and attendance at networking events.
- Experienced in giving advice on transactions both for buyer and seller and advising on all aspects of TUPE.
- Expertise in dealing with employment status issues including worker status and drafting contracts for services.
- Experienced on all aspects of grievances, performance issues and disciplinary matters.
- Experience of handling dismissals in the context of the financial services industry and an understanding of relevant regulatory issues (desirable but not a pre-requisite).
- Ability to present employment training to peers and clients alike.

Person Specification

- England and Wales qualified (or equivalent) with 2-4 years' PQE;
- Be confident to work autonomously and as part of a team;
- Willing to contribute to a busy and successful team with growth ambitions;
- Demonstrate excellent time management skills and have the ability to work to (often short) deadlines;
- Have the ability to develop effective working relationships at all levels;
- Be confident in both verbal and written communication with a diverse range of clients;
- Have a flexible approach and willing to go the extra mile;
- Have a pragmatic and results-oriented approach;
- Demonstrate excellent written and oral communication skills;
- Have a willingness to engage in business development activities to raise the profile of the team internally and externally; and
- Balance both team and independent working practice.

Competencies

Working together

Inclusive

Driving high standards

Client - centric

Integrity and respect

Personal impact and growth

Commercial mindset

Responsible Business

Contact

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.