



EMPLOYMENT SOLICITOR

Bury (hybrid working)



WOODCOCKS
HAWORTH
& NUTTALL

JOB DESCRIPTION



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At WHN Solicitors, we believe that our people are the core of our success. We pride ourselves on providing exceptional legal services with a human touch. Over the past five years, we have developed this culture and grown with 110 colleagues across nine locations. We are nationally recognised as leaders of our field in Legal 500 and Chambers & Partners.

Join our dynamic and forward-thinking law firm. With an impressive portfolio of clients and a reputation for excellence and client satisfaction, we provide a challenging yet rewarding environment. We are committed to fostering growth, innovation, and career development within our practice.

The Role

We are seeking a client focussed and enthusiastic Employment Solicitor to join our team. The successful candidate will establish and grow a portfolio of claimant and respondent employment matters alongside building a retainer product to support businesses with their employment law and HR needs. The role will involve building and developing long standing client relationships to win new and retain repeat business.



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www.whnsolicitors.co.uk

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Principal Responsibilities

- Meticulously drafting contracts, settlement agreements, policies and procedures for a diverse range of clients.
- Providing business focused support and advising on all employment-related issues connected with mergers, acquisitions, contracting out and the effect of TUPE
- Robustly negotiating on behalf of the client.
- Advising on the full realm of employment related disputes and problems affecting employers with a commercial lens.
- Preparation of Tribunal cases and providing representation at the hearing, where appropriate.
- Proactively building a client base and developing strong client relationships
- Proactively working with our chosen partners and developing our retainer product, enhancing the offering where required, ensuring it is fit for the future and it is performing satisfactorily.
- Proactively promoting our retainer product at marketing events, presentations and joint events with our partners.
- Internally advising and guiding the business with occasional casework requiring working closely with the Directors and Head of People & Culture to achieve the best outcomes for the business
- Work diligently complying with the professional standards as defined in the Office Manual and by the SRA, Lexcel, the CQS and the Legal Services Commission.
- Ensure all information regarding the firm, its clients and their business is kept strictly confidential.
- Wherever possible, utilise available software to provide a quality, cost effective and efficient service to clients
- Take responsibility including proactively participating in activities to ensure your personal development is maintained including keeping up to date with the changes in the area of law in which you practice.
- Understand the firms marketing strategy, contribute to business development initiatives, including networking and attend and positively represent the firm at industry events when appropriate.
- Any other such duties that will assist in the growth and development of the department/firm to support the effective operation of the business.

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Person Specification

		Essential	Desirable
QUALIFICATIONS	Qualified Solicitor 5+ PQE (Current Practising Certificate with no conditions) or CILEX 5+ PQE	✓	
	Extensive experience in handling claimant and respondent employment matters	✓	
EXPERIENCE & KNOWLEDGE	Microsoft applications	✓	
	Case management systems (preferably Proclaim)	✓	
	Understand the value of diversity		✓
	Knowledge and experience of health and safety		✓
SKILLS	Strong negotiation, drafting, and analytical skills.	✓	
	Excellent client and colleague management and communication skills, with the ability to build and maintain long term relationships.	✓	
	Proactive, with a commercial mindset and the ability to think strategically.	✓	



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Person Specification Contd.

		Essential	Desirable
	Strong organisational skills and the ability to manage multiple priorities in a fast-paced environment.	✓	
	Pro-actively work on own initiative with the ability to know when to escalate matters	✓	
	Communicate in a sensitive, clear and unambiguous manner	✓	
	Demonstrate resilience when problem solving	✓	
	Work within a team in a cohesive manner	✓	
	Ability to meet sometimes urgent deadlines while maintain accuracy skills	✓	
	Work in an organised and methodical manner	✓	
PERSONAL VALUES	Enthusiasm for and commitment to the work we do	✓	
	Ambitious with strong desire to learn	✓	
	Acts with fairness, honesty and trustworthy in all dealings	✓	
	Full driving licence		✓

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What We Offer

- Competitive salary
- Auto enrolment pension
- Death in service (after qualifying period)
- Salary sacrifice private medical insurance scheme
- Employee Assistance Programme
- Enhanced maternity / paternity / shared parental policies
- Legal services
- Conveyancing fees
- Opportunities for career progression and professional development.
- A supportive and inclusive work environment.

How to Apply

Please submit your CV and a cover letter outlining your experience and suitability for the role to jobs@whnsolicitors.co.uk

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

For any inquiries regarding the role, please contact Kay Jackson Leigh at kay.jackson-leigh@whnsolicitors.co.uk or 0161 761 8093