



LONGMORES
SOLICITORS

Employment Senior Solicitor

Outline Job and Person Specification

Longmores Solicitors LLP

Longmores Solicitors LLP is a long established but progressive 8 partner firm based in Hertford and Harlow. Our fee earners are all specialists and we act for a wide range of commercial, private and public sector clients. We are ranked in Chambers and are accredited as an Investor In People (Gold Award) and hold Lexcel, CQS and WIQS accreditation. Our employment practice area has a strong reputation both locally and further afield. Our aim is to recruit progressive, forward thinking individuals who wish to be part of our growth and who share our core values. For further information about Longmores please see our website www.longmores-solicitors.co.uk

Job Purpose

The purpose of the role is to take on an existing caseload as well as develop relationships with new clients and to be actively involved in business development. The successful candidate will work alongside the employment partner, 2 solicitors and support staff. The appointment will be 10+ years PQE level with experience in both contentious and non-contentious work.

The aim is for the successful applicant to join Longmores as soon as possible,

The role is a employment specialist role spanning all aspects of employment law. The successful applicant will report to the Head of the Employment Practice Area.

Duties and Responsibilities

In addition to the caseload the successful candidate will be expected to be actively involved in all aspects of business development including presenting of seminars, writing articles and blogs and networking within the local business community and with key referrers.

Person Specification

Education/Qualifications
A qualified and practising Solicitor with at least 10+ years PQE in employment
Strong academic record
Full time position
Knowledge and Experience
A sound knowledge and practical experience of employment work is essential. We are looking for someone who is already an employment specialist.
Experience of and a real interest in business development is essential
Working knowledge of civil litigation is desirable but not essential
Supervision of junior staff is desirable but not essential
Abilities & Skills
Excellent interpersonal skills, in particular an ability to develop a relationship of trust with clients and colleagues alike
Ability to draft letters and documents to a high standard and with attention to detail
The ability to produce statements of case, witness statements and court notices with the need to rely on counsel only in complex matters
Appear in less complex Employment Tribunals without assistance of counsel
Present seminars and workshops on topics within your area of practice to existing and prospective clients
Ability to meet and exceed time recording and financial targets
Participate in the firm's internal meetings as appropriate
Commercially minded
Strong organisational skills
Strong verbal communicator
Ability to demonstrate empathy and understanding of clients' needs
Ability to use initiative to seek opportunities to raise the firm's profile and to recognise new business opportunities
Ability to deal with a large volume of work, managing conflicting priorities whilst ensuring that every job is handled with the highest levels of accuracy and care
Good advocacy skills
An effective team player, combined with an ability to work under own initiative
Well-developed IT skills including Microsoft Outlook, Word and Excel
Personal Attributes
A team player who is looking for a long term future with a progressive, well regarded firm
Driving licence and access to own car
Willing to work long hours when necessary