



## Job Description

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive or permanent schedule.

### 1. JOB DETAILS

Job Title: Legal Manager                      Department: Employment Law

Reports to: Head of Employment Law    Reporting to job-holder: N/A

Location: 1-4 Atholl Crescent, Edinburgh

### 2. OVERALL PURPOSE OF THE JOB

To support the Head of Employment Law by providing professional and proactive advisory, consultancy and legal representation services to the clients and prospective clients of Navigator.

### 3. PRINCIPAL ACCOUNTABILITIES – *This describes the key areas of the job.*

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#### Main duties

**1. Advice.** To provide proactive, commercial and tailored employment law, HR and data protection advice to clients and prospects of Navigator. This advisory service will normally be delivered during normal working hours. However, clients may require “out of hours” advice and from time to time, you will be required to provide advice “out of hours”.

**2. Client Information Management.** To timeously complete professional records of client dealings through file management notes and insertions as well as on-line management of the Peppermint client management system.

**3. Client Account Management.** Where appropriate and in consultation with the Head of Employment Law, to decide on and then implement short, medium and long term strategies for the retention of existing employment law service clients. Typical strategies might include regular, planned telephone and e-mail contact with clients, initial documentation audits, regular updating of client documentation systems, annual documentation re-audits, client meetings on and off-site and training or HR projects.

**4. Technical Content for Articles.** To research, write and edit materials for our Newsletter as well as external articles in the business press and partner newsletters and periodicals.

**5. Technical Content for Events.** To research, write, edit and deliver materials for events such as our Spring and Autumn Employment Law Update Seminars, joint events co-hosted with partners, client training and development events, external Focus Groups and internal CPD sessions.

**6. Employment Tribunals.** Provide preparation for and representation at the Employment Tribunal.

**7. Document Library.** Contribute to and support the continuing development of a style document library.

**8. CPD.** Attend regular internal and occasional external training to develop relevant legal knowledge and skills.

**These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.**

**4. ADDITIONAL COMMENT** – *Information which is significant but not covered elsewhere in this description.*

The job holder will be required to be flexible in meeting the requirements of this challenging role and to working in a growing business, in terms of tasks undertaken.

As a new role which is key to the development of a young but thriving and ambitious organisation, the role is expected to develop and therefore its main duties will be reviewed on a regular basis and at least as below:

- **on an annual basis at the time of the annual appraisal meeting, or**
- **as a result of a change in strategic direction, or**
- **as a result of team/operational requirements, or**
- **as a result of agreed performance appraisal needs and objectives, or**
- **within three months of appointment**

## **The Candidate**

Our successful candidate is likely to be an experienced practitioner and while the role is initially envisaged as three days per week, we would be delighted to consider applications from candidates who would prefer alternative working patterns.