

## JOB DESCRIPTION

<b>Job Title:</b>	Employment Lawyer
<b>Location</b>	Marlow Office (travel to London and client sites essential, access to own car essential)
<b>Date of Last Revision:</b>	July 2024

**NB:** This job description is not to be regarded as exhaustive. There may be other duties and requirements associated with the position and , in addition, as a term of employment, staff may be required to undertake other duties as may reasonably be required of them. They may also, from time to time, be required to use their cars on firm's business.

Main purposes of role (not exhaustive)

- Experienced Employment Lawyer required – preferably with contacts, but it is not a pre-requisite.
- Must be 12+ years PQE.
- Strong knowledge of advising employers and highly skilled at managing a high workload.
- Experience with handling fast paced and highly demanding medium to large corporate clients essential.
- Counselling plus non contentious experience essential.
- Technical expertise and knowledge including TUPE, restructures, employee relations, changing terms and conditions, IR35 etc.
- Ability to work closely with the Head of Department, handle both their own case load, and have exposure to Partner's cases from time to time.
- Experience in supervising junior fee earners.
- Ability to negotiate.
- In their personal fee earning work, billings in accordance with set targets, other than where exceptional circumstances apply.
- Perform fee earning work accurately, reliably and in accordance with the firm's quality and risk management procedures.
- Flexibility, dealing with a number of matters at any given time.
- Attention to detail and strong written skills.

- Ensure proper control of work in progress, billing and cash collection. Proficient at fee recording and administration.
- Be effective in developing new work from existing clients and seeking new clients for themselves and others. Will develop and support marketing initiatives.
- Maintain and nurture an appropriate network of contacts and referrers and endeavour to promote the firm in their professional and personal lives.
- Maintain IT skills appropriate to modern legal practice.
- Travel to other offices and client sites will be required.
- Experience in supervising junior fee earners
- Corporate/transactional support experience

### **Lawyer Competency Framework**

Competence will be expected in the following areas:

- Client Service
- Financial Performance
- Technical Ability
- Leading by example
- Management, supervision and mentoring
- Business Development
- Above and beyond

Salary dependant on PQE to be discussed at interview.

### **About us – Employment**

Our employment team features in the top tier of legal directories because we provide clearly considered and strategic advice. We understand the operational and commercial considerations associated with businesses, and our reputation is built on the results we get for our clients. The team is a close knit team based in Marlow.

### **About us - Blaser Mills Law**

Blaser Mills Law has grown substantially over the last five years, now employing over 140 staff, with a turnover of circa 12 million. We are a full service firm, with half of the turnover coming from the commercial side of our business.

We have created a modern, forward thinking, and responsible business, based on our Core Values. For more information, please see: <https://www.blasermills.co.uk/our-culture/our-core-values/>

With an excellent remuneration package, benefits, holiday entitlement and working environment, this is an excellent opportunity not to be missed. It is possible that the role can be carried out flexibly, and we are very open to discussion.

Diversity, Inclusion, Social Mobility and Well-Being

At Blaser Mills Law, it is part of our DNA to attract the best people and create an outstanding working environment that people want to be a part of, and remain with, throughout their careers.

We are proud of the diversity within Blaser Mills Law, which has allowed us to create a firm full of brilliant, unique minds. Further information can be found at <https://www.blasermills.co.uk/our-culture/diversity-inclusion-and-social-mobility/>

We are pleased to be a Disability Confident Committed employer (Level 1).

As a supportive and inclusive workplace, we encourage applications from all candidates with the right experience and qualifications. We are, of course, happy to discuss any reasonable adjustments that may be required. Please email [HR@blasermills.co.uk](mailto:HR@blasermills.co.uk) or inform the partner when shortlisted for interview.