

**Associate – Employment, Pensions and
Immigration
Job Specification**

Private and confidential



OUR INTERNATIONAL OFFICES



OUR AREAS OF INTERNATIONAL FOCUS

BY
NUMBERS

CRS

CharlesRussell
Speechlys

OVER



EMPLOYEES

LONG TERM PARTNERS



AVERAGE LENGTH
OF SERVICE



RANKED IN
17 TIER 1
WORK TYPE /
GEOGRAPHICAL
CATEGORIES

(LEGAL 500, 2016)

101

LAWYERS RANKED
AS LEADING
INDIVIDUALS

(CHAMBERS UK, 2017)



The Firm

Charles Russell Speechlys works with clients in the UK and throughout the world. Our lawyers are based in 11 locations across the UK, Europe, the Middle East and Asia. Through each of these locations, clients are able to access the full range of the firm's skills and expertise.

We have an unusually broad range of skills and experience across the full spectrum of business and personal needs. This gives us a wider perspective, clear insight and a strongly commercial long-term view. We use this approach to secure the growth of our clients as they move confidently into the future. It has made us a leader in the world of dynamic growth and family businesses, and among the world's leading creators and owners of private wealth and their families. Major corporates and institutions find our more considered and personal approach a refreshing alternative to conventional business law firms.

Size and scope

- We have over 650 lawyers, including 170 partners.
- We operate from 11 offices in London, UK regions, Europe, the Middle East and Asia.
- We are a full service firm, offering 12 broad legal disciplines and focusing on 10 industry sectors.
- Our annual turnover last year was £151.5 million.
- The average length of service for our partners is 14.3 years.

International

- Around 10% of our lawyers are based overseas.
- We have international offices in Doha, Dubai, Geneva, Hong Kong, Luxembourg, Manama, Paris and Zurich.
- We have a regional focus on Asia, the Caribbean, Europe, Sub-Saharan Africa, the Middle East and the USA.
- In undertaking cross-border assignments, we adopt a "best in class" approach to working with law firms from other jurisdictions, depending on the sector specialism we require and, where relevant, a client's preference. We have long standing relationships with firms in all major jurisdictions including through our membership of the Association of European Lawyers (AEL) and ALFA International.

History

- Charles Russell was founded in 1891 by Charles, son of Lord Russell of Killowen.
- Speechly & Co was founded in 1875 by Thomas Speechly.
- Charles Russell and Speechly Bircham merged on 1 November 2014 to create Charles Russell Speechlys.



The EPI Team

The EPI team provides advice on a comprehensive range of Employment, Pensions and Immigration issues for a broad range of businesses, organisations, owners and Senior Executives as well as actuaries and trustees.

The EPI Group comprises 40 fee earners (3 in Pensions, 6 in Immigration and the remainder in Employment). Geographically the Employment team has 2 fee earners in Paris, 3 in Cheltenham, 9 in Guildford and 15 in London. The Employment team has 6 Partners and is led by Nick Hurley as Head of Group.

The Employment team acts for an exciting range of employer clients from well-known listed businesses and entrepreneurial SME's to also enjoying a strong client base in Senior Executives. In its work for employer clients the Group is involved in the 3 classical areas of employment work:

- Advisory in respect of employment contracts, employee aspects of data, disciplinary and grievances etc.
- Litigation – advising clients through the litigation process in the employment tribunals and civil courts.
- Transactional support – providing support on employment aspects of the sale and purchase of businesses including due diligence reports for both the Firm's Corporate Group and external clients.

We have an international presence with our European base in Paris and a strong wider network, so our problem-solving easily crosses borders. We regularly work with other service providers to provide joined up solutions.

The Employment team is strongly ranked in the legal directories and in 2017 was awarded:

Legal 500 UK Firm (specialism) of the year 2017: Human resources (Employers and senior executives)

Associate – Employment, Pensions & Immigration (EPI)

The Role

An Associate is required to join the Employment Team in the Guildford office. The candidates will be around 2-3 years PQE and will work closely with other members of the team to provide a seamless service to clients.

Key Tasks and Responsibilities (this is a broad but not exhaustive list):

Responsibilities include, but are not limited to the following:

- 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 Complaint, 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.

Technical Skills (non-exhaustive):

- 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 aspects of advice in employee data and privacy including Data Subject Access Requests.
- Experience of handling dismissals in the context of the financial services industry and an understanding of relevant regulatory issues.
- 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 in working with Employee Relations on all aspects of grievances, performance issues and disciplinary matters.
- Ability to present employment training to peers and clients alike.

Personal Skills:

The ideal candidate must:

- Be confident to work autonomously and as part of a team.

- Demonstrate excellent time management skills and have the ability to work to (often short) deadlines.
- Have the ability to develop effective working relations at all level.
- 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.

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

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 an equal opportunities employer. We respect and support diversity within our workforce.

FINANCIAL WELLBEING

- Pension scheme
- Life assurance
- Income protection insurance
- Interest free season ticket loan
- Mortgage advice service



HEALTH & WELLNESS

- 25 days holiday and long service accrual
- Private medical insurance
- Employee Assistance Programme
- Access to corporate gym membership rates
- Eye care
- Wellness initiatives



OUR BENEFITS

CRS
CharlesRussell
Speechlys

REWARDS & RECOGNITION

- Bonus scheme
- Long service bonus
- Recruitment referral bonus



LIFESTYLE & FAMILY FOCUS

- Friday casual dress policy
- Summer casual dress policy
- Cycle to work scheme
- Give As You Earn charitable giving
- House move day or one day's pay
- Volunteering days
- Childcare voucher scheme
- Maternity and paternity benefits
- Wedding gift



Contact

If you have any queries please contact

Contact sheet

Your key contacts

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