



Forward thinking
Straight talking

In-House Employment Lawyer

JOB SPECIFICATION

Gateley /

POSITION:	In-House Employment Lawyer
LOCATION:	Birmingham
CONTRACT TYPE:	Permanent – Part Time (22.5 hours per week, flexibility on days, could be term time, school hours, 3 days per week)

The *role*

An exciting opportunity has arisen for an experienced Employment Lawyer to join our HR team as an In-House Employment Lawyer on a part-time basis at our Birmingham Head Office. We are looking for someone to work 22.5 hours per week and this could be done flexibility either 3 days per week, school hours or term time only.

This is an opportunity to work closely with our excellent HR team to deliver for our business. It's a chance to become a trusted advisor at the heart of an evolving business, helping to shape people strategy, guide organisational change and influence key decisions at the highest level. Working closely with the HR Director, wider HR team and senior leaders, you will provide commercially focused legal counsel across a broad spectrum of employment matters, enabling the business to move forward with confidence while balancing risk, opportunity and long term objectives.

Whether you are looking to make the move in-house or an experienced in-house lawyer seeking a fresh challenge, you will bring employment law expertise, sound commercial judgement and a pragmatic, solutions driven mindset.

This is a unique opportunity to work alongside our HR team supporting on employee relations cases, acquisitions and strategic employment law initiatives across a listed professional services business, making a real impact on both our people and our future direction.

- Provide day-to-day employment law advice to HR colleagues, Partners and senior leaders.
- Advise on both contentious and non-contentious employment matters.
- Support employee relations matters, including disciplinary, grievance, whistleblowing, performance and absence management issues.
- Provide legal guidance on organisational change projects, including restructures, redundancies and TUPE matters.
- Draft, review and update employment contracts, policies and related documentation.
- Manage employment tribunal claims and liaise with external legal advisers where required.
- Deliver employment law training and practical guidance to HR and business stakeholders across the Gateley Group.
- Support wider legal risk management, compliance and governance initiatives.
- Be a role model in demonstrating & living the values which make up the Gateley Team Spirit.

This job description is not an exhaustive list due to the requirements of the role. Therefore, the job holder may be required from time to time to carry out other ad hoc tasks as requested.

The *team*

Our team of HR professionals work closely to support the group's business strategy. The team prides itself on supporting and driving our employees' personal and professional wellbeing to ensure they can maximise their full potential.

The *person*

We are keen to hear from qualified Employment Lawyers with substantial employment law experience. Ideally, you will bring:

- A minimum of 7 years' PQE.
- Previous experience working as either an employment lawyer in private practice or an in-house Employment Lawyer role supporting HR teams.
- Strong technical employment law knowledge and the ability to provide clear, commercially focused advice.
- Experience partnering closely with HR professionals and advising senior stakeholders.
- A pragmatic, solutions-focused approach with excellent commercial judgement.
- Confidence managing a varied and complex employment law caseload.
- Strong communication and stakeholder management skills, with the ability to influence and build relationships across all levels of the business.
- The ability to balance legal risk with commercial objectives and organisational priorities.

The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together. Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

Diversity, inclusion and well being

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

Additional Information

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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