

ASSOCIATE/SENIOR ASSOCIATE

JOB IDENTIFICATION	
Job Title:	Associate/Senior Associate (Contentious Employment)
Reports To:	Local Practice Group Head and/or Partner(s) responsible for Employment matters
Department:	Dispute Resolution
Persons to be supervised:	Trainees and Paralegals

THE ROLE

Purpose:

Responsible for all aspects of the provision of Employment Law advice and the preparation and conduct of Employment Tribunal proceedings in the Isle of Man. Opportunities to also work closely with our market-leading employment team in the Channel Islands and our Isle of Man Corporate team.

Principal Duties and Responsibilities

- Advise clients, in keeping with the internal policies and procedures, with respect to all aspects of employment law matters assigned to the Isle of Man Dispute Resolution Practice Group (**the Group**).
- Represent the Group in dealings with the IOM Employment Tribunals, Manx Industrial Relations Service, other law firms, government representatives, agencies, and other professionals involved with the client's matters.
- Be responsible for developing a thorough understanding of each assigned client's business and business philosophy, and for communicating that knowledge to whomever within the Group may work on the client's matters.
- Take instructions from other advocates or clients including suggesting, recommending and drafting instruments for a particular matter, involving lawyers in other practice groups where necessary or relevant.

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- Be responsible for effective caseload management.
 - Maintain up to date knowledge of the law, both locally and internationally as it may impact the Isle of Man and the Group's clients.
 - Draft skeleton arguments and submissions.
 - Assist in updating Knowledge Management data.
 - Review documents prepared by other lawyers and provide comments thereon.
 - Assist in the drafting of precedent documentation for the Group.
 - Participate in the Group's marketing and training programmes.
 - Performs other related duties as required.

Knowledge, Skills and Experience Required

- 2-10 PQE
 - An Isle of Man Advocate or British solicitor or barrister or Channel Islands advocate with experience of appearing before the Employment Tribunal in the Isle of Man or the UK or the Channel Islands.
 - Good general knowledge of employment law and procedures in jurisdiction of current qualification appropriate to level of qualification and area of current specialism.
 - A willingness to live and work on the Isle of Man.
 - Advocacy skills appropriate to level of qualification or a willingness to develop these.
 - Good academic record, as evidenced by degree and other exam results or course grades.
 - Excellent interpersonal skills.
 - The ability to work as a member of a team.
 - Excellent oral and written communication skills and a thorough command of the English language.
 - A proven record of productivity and the ability to handle several matters at once.
 - Competent IT skills and familiarity with major office software.
 - The ability to deal effectively and courteously with clients, lawyers and colleagues, and to exercise
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discretion and confidentiality in all matters.
