

Legal Caseworker

Job Title: Legal Caseworker
Reports to: Head of Legal Services
Location: *Where appointed*

Job Purpose

Forming part of the union's legal department, the Legal caseworker reports directly to the Head of Legal Services and is in place to advise and assist members in connection with both contentious and non-contentious, employment matters and others case types as appropriate and where directed.

Qualifications

The post-holder should have a legal qualification (law degree or equivalent).

Responsibilities will include:

- Undertaking assessments of members' legal cases, reviewing case papers and statements and considering the applicable areas of employment law, regulatory law or other areas of law as the case may require
- Advocacy in Preliminary hearings and assisting a Legal Officer with Final hearings, regulatory hearings, courts or other hearings
- Assisting with applications for Settlement Agreements, CICA claims, Powers of Attorney and Personal Injury Portal Claims.
- Instructing Counsel and liaising with Chambers
- Assisting Legal Officers with preparation for employment tribunal cases and regulatory hearings or other hearings, including preparation of Claim / Witness Statements, Skeleton Arguments
- General advice to colleagues – e.g. conduct of disciplinary and grievance procedures; other internal procedures including queries about terms and conditions of employment and legal rights and entitlements via the legal query process.
- Compliance with Legal Department Best Practice Guidance

- Compliance with the union's GDPR & Confidentiality policies and practices
- Ensure that the members know how to contact you both by email and phone with contact details of alternative contact in your absence.
- Conduct regular review of cases at each stage of the litigation process and advise member of any change in prospects and continued support.
- Ensure all case file information is kept up to date both electronically and if appropriate, hard copy and in compliance with GDPR.
- Ensure that correct limitation is established upon receipt of file.
- Provide support to colleagues on their casework as requested, particularly when they are on leave
- Complete regular reports on case settlements and cases opened and resolved as directed.
- To support, coach and mentor members of the team in your area of law and expertise and gain experience and skill in other areas of law.

Professional Attributes

- Good understanding of professional confidentiality within both legal and corporate frameworks.
- Ability to deal discretely with sensitive issues, and maintain confidentiality.
- Ability to prepare and compile reports to Head of Legal Services.
- Strong ability to work independently with effective time-management and able to work effectively to deadlines.
- Understanding of General Data Protection Regulations.
- Good written and oral communication and interpersonal skills.
- Ability to be flexible and adaptable to the needs of the department.

Personal Qualities & Understanding

- Understanding of (or awareness of) good trade union principles, beliefs & ethos.
- Strong awareness & commitment to equal opportunities and valuing diversity.
- A commitment to Community Vision & Mission Charter .

November 2024