



## ROLE DESCRIPTION

**Role title:** Regional Solicitor

**Team:**

**Department:**

**Date:** May 2018

**Reports to:** Regional Secretary

**Name:**

### **Role purpose** (why the job exists and its contribution)

To conduct claims and litigation in the name of the NEU, and to represent individual members in tribunals and courts in cases requiring specialist legal knowledge or expertise.

### **Key responsibilities** (the key areas of the role holder's work)

1. To be responsible for the conduct of claims and litigation, in the name of NEU Solicitors, within the region.
2. To undertake the representation, including advocacy when appropriate, of individual members of the Union in the tribunals and courts, internal hearings and other procedures when required.
3. To undertake the representation, including advocacy which appropriate, of individual members of the Union at regulatory bodies.
4. To provide advice and support to colleagues on legal issues affecting teachers in the region.
5. To contribute to the training of staff and members of the Union on legal issues.
6. To contribute in the preparation of a range of written document and articles on legal issues affecting members:

### **How the National education union works**

*These principles set out the culture and approach of the NEU.*

The role holder:

Models professionalism and integrity and acts in accordance with the NEU values

Supports the democratic processes

Promotes an organising culture across the union

Works collaboratively and empowers others

Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources.

Adopts a proactive and flexible approach

### Key relationships

*These are the main working relationships that the role holder will develop.*

<b>Regional Secretary</b>	The role holder will be managed by the Regional Secretary
<b>AGS Law and Rights at Work</b>	The work of the role holder will be overseen by the AGS Law and Rights at Work in respect of legal responsibilities.
<b>Region</b>	Role-holders will work collaboratively with the regional staff team to ensure the timely and efficient delivery of regional objectives and priorities.
<b>Lay Officers, Activists and Members</b>	The role holder will liaise with Lay Officers, activists and members in a sensitive and diplomatic manner, maintaining a good working relationship and working to recruit potential members and encouraging members to become active.
<b>External bodies</b>	The role holder will represent NEU externally as appropriate and will have regular contact with a range of stakeholders.

## **Demonstrable key skills, knowledge and experience**

*The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.*

### **Qualifications**

- Qualified solicitor with a minimum of two years' post qualification experience in employment law;

### **Resource management**

- Ability and experience to contribute to and support delivery of training programmes;

### **Thinking challenge**

- Familiarity with and commitment to operate within the NEUs culture; political, educational and legal contexts;
- Strong analytical skills and ability to think innovatively;
- Ability to contribute strategically to the work of the regional team;

### **Communication**

- Good communication skills, including active listening skills and ability to relate to a range of people in a range of situations;
- Strong advocacy, persuasion and negotiating skills;
- Ability to produce concise and high quality written communications and documents for casework purposes, and to assist in producing a variety of other written material on legal issues affecting members;
- Ability to clearly advise others on legal issues in support of casework, bargaining and educational issues.

### **Operational delivery**

- Proven record of successful casework management, and taking cases to conclusion at the highest level of representation;
- Proven experience in handling employment law cases;
- Proven ability to plan, manage and deliver work within critical deadlines;
- Strong IT skills, including Microsoft Office suite;
- Ability to provide information and reports for management, including financial information, in a range of formats;
- Ability to work pro-actively and independently, and to contribute as part of a team;
- Ability to manage sensitive and difficult situations and to respect confidentiality;

Desirable:

- Experience in handling other legal casework of relevance to members, including personal injury claims;

#### **Additional relevant requirements**

- The ability to work under pressure;
- The requirement to work weekends or evenings, as necessary for the performance of the role;
- The requirement to attend hearings and activities away from the normal place of work;
- The requirement to travel locally, regionally and nationally when required;
- The requirement to undertake professional development and training.

This role description will be kept under review and can be adapted to meet the changing needs of the National education union, subject to appropriate consultation.