



*Forward thinking*  
Straight talking

***Employment  
Associate/Senior  
Associate***

JOB SPECIFICATION

Gateley /

<b>POSITION:</b>	Employment Associate/Senior Associate
<b>LOCATION:</b>	Manchester
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

Our Legal 500 and Chambers & Partners Tier 2 ranked employment team in Manchester is looking to recruit an Associate or Senior Associate. This is an exciting time to join one of the leading employment teams in the Midlands as we look to expand and you can expect to be fully involved in representing a great client base, from SMEs to PLCs, across a range of sectors including retail, sport, manufacturing, financial services, industrial services and healthcare.

This role offers a very broad variety of work including but not limited to:

- Employment tribunal litigation
- Providing day to day support to HR teams as an integral member of the client's service delivery team
- HR project work on restructurings, redundancies and TUPE
- Corporate transactional support
- Acting on executive severances/settlement agreements
- Supervising junior members of the team and providing support to the partners
- Regular opportunities to be involved in business development and marketing initiatives to further grow the client base and team

The majority of our work is for private sector respondent clients, although we do also act for a number of senior executives in relation to high value disputes.

This opportunity to join a supportive, committed and energetic team will really appeal to existing associates and senior associates who have gained a broad spectrum of employment experience at a leading law firm and have a strong track record of supporting on high value and complex instructions, with a genuine passion for business development and career progression.

## The *team*

We have a wealth of experience advising on the full spectrum of HR issues. We help clients with every aspect of the management of their workforce, adding value to their HR function and helping them achieve consistently better outcomes. We provide pragmatic solutions, not just legal opinions, and can work as part of an HR department, act as an HR consultant or advise senior management directly.

Whether our clients are attracting and retaining the best talent, fostering the development of their future workforce, or transforming their teams, we can help to keep risk under control, while coming up with effective commercial solutions that work for our clients' organisations. We offer support and advice on the full

employment lifecycle including recruitment and on-boarding; immigration and mobility; pay – reward and benefits; policies and procedures; developing and training employees; and exit and severances.

We continue to develop and evolve our proposition and are looking for individuals with a 'can do' mentality to join the team.

## The *person*

We are looking to recruit a Employment 4 – 8 Years PQE Associate/Senior Associate with employment law post qualification experience gained in a leading national or regional practice, ideally experienced providing corporate support, you will also have strong technical skills and the ability to manage a varied caseload. The successful candidate will possess a genuine desire and proven ability to develop relationships with clients, a strong commercial mind-set, and a passion for delivering excellence in everything they do.

They will also be able to demonstrate the following attributes:

- first class academic and excellent training record
- enthusiasm
- an eagerness to develop and grow the business
- a strong team work ethic
- outgoing disposition and “can do” attitude
- drive, commitment and self-motivation
- discretion and professionalism
- strong interpersonal skills and confident manner with the ability to relate to people at all levels
- ability to work effectively under pressure
- organised with time and documents

## 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 wellbeing 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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