

# Sheffield Law Centre.

## Job Description

<b>Post</b>	<b>Employment Supervisor</b>
Responsible to	Workers Management team and Management Committee
Supervising	Paid workers and volunteers
Salary	Spinal point 32 – 37 (currently £26,067 to £29,728 per Annum) for 35 hours + pension contribution of 6% of gross salary (after 3 months)
Holidays	30 days per year (pro rata for part time employees)
Hours	35 (or fewer by arrangement)
Purpose of job	To ensure the employment team provides legal services in the field of employment law through casework, training and development work.

### **Areas of work**

It is recognised that all aspects of this job description may not occur simultaneously.

- a) To provide a casework service in employment law and to prioritise this service for the benefit of oppressed groups and those who qualify for legal help.
- b) To represent clients in employment tribunals.
- c) To empower clients to bring their own cases in tribunal through use of factsheets and support from the law centre.
- d) To provide specialist employment advice on the telephone to clients with employment disputes.
- e) To provide consultancy, both face to face and on the phone to workers in advice centres on employment law matters.
- e) To provide training and information, from an employee's perspective, to community groups and advice centres, regarding employment law.
- f) To respond to relevant legislation and policy-making in employment law by being both proactive and reactive.
- g) To participate in regular support / information exchange sessions for employment advisers within Sheffield and to build links with other organisations who advise employees.

- h) To supervise and support paid and unpaid workers, particularly in relation to employment casework.
- i) To generate income for the law centre through contributing casework hours to the legal services commission contract or through certificated work.
- j) To participate in the day to day running of the Law Centre by regular attendance at and contribution to workers meetings, workers management team meetings, management, management sub-group and other meetings
- k) To share in aspects of the Centre's internal administration, including, for example, processing of post, office security, kitchen duties and maintaining the library.
- l) To be self-servicing in typing, photocopying, filing, etc.
- m) To work actively in furthering the Law Centre's anti-oppression policy.
- n) To undertake other tasks negotiated between the management committee and worker.

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## Person specification Employment supervisor

Applicants for the post should address all points within the person specification in their application forms.

### **A) Knowledge**

#### **Essential.**

1. An up to date knowledge of employment law
2. Knowledge of the Legal Services Commission's contracting arrangements

#### **Desirable**

1. An understanding of key issues relating to law centres.
2. A knowledge of supervision
3. An understanding of the voluntary sector

### **B) Experience**

#### **Essential**

1. a minimum of 2 years full time, or equivalent part time, recent employment law advice experience (within last two years). (may be some flexibility on this if worker has lengthier experience which isn't recent) but must meet LSC requirements for Employment Supervisor
2. Being responsible for managing own caseload.
3. Experience of representing clients at employment tribunals

#### **Desirable**

1. Working with or as an unpaid worker.
2. Providing supervision or support to other workers
3. Experience of managing other workers and / or an organisation.

## **C) Skills / abilities**

### **Essential**

1. Effective communication skills with a wide range of people
2. Ability to organise and prioritise own work and deal with competing demands.
3. Ability to work alone and as a team member
4. Ability to write letters, reports, information materials, legal documents in clear, concise and accessible language.
5. Ability to keep up to date with developments in employment law
6. Ability to type sufficiently to be effective at self-servicing.
7. Ability to organise own casework and record time spent on casework efficiently
8. Ability to see through a case from initial advice to representation at court / tribunal.
9. Ability to support and supervise other paid and unpaid workers.
10. Good communication skills.

### **Desirable.**

1. Ability to deliver training.

## **D) Attitudes, principles.**

### **Essential**

1. Understanding of and commitment to equal opportunities.
2. Commitment to the Law Centre movement.
3. Commitment to team working
4. Honest and Reliable