

## **Employment law/HR solicitor job specification**

Rubric Law, located in Bristol City Centre, is seeking a full-time, permanent employment law/HR solicitor.

### **Overview**

Rubric Law is a dynamic boutique law firm which has spent the time required to hand pick and nurture its team. This attention to detail has enabled the firm to build a unique set of values by which the entire firm operates. The service delivered is comparable in quality and sophistication to the top 200 law firms, however it benefits from a more personal touch.

We are now seeking an ambitious and commercially minded employment law solicitor or paralegal to enable the next phase of growth. The firm is in an exciting position and expects 2022 to be a pivotal year of growth following our rebrand last year.

### **The role**

You will be instrumental in assisting in the continued development and growth of the firm and its employment law department. The firm advises both employers and employees across a broad range of employment law issues. The role will also support the corporate department in employment matters pertaining to the sale of shares and businesses. You will need to be focused on building relationships with clients and introducers and be able to consistently deliver outstanding and straightforward advice to clients. We are offering a competitive market salary, excellent holiday entitlement, and private medical cover.

### **How you will make a difference?**

The employment law department is currently led by the firm's Managing Director. You will assist with the existing case load and provide support in developing and marketing the department.

### **What will be expected of you?**

You will be required to live the values of the firm. You will be happy to work autonomously but within the framework of the firm. You will be an excellent communicator both with clients and your colleagues.

### **Who you will be working with?**

As a boutique commercial firm (11 head count) you will have direct access to all members of the team. Initially, you will spend time with the Managing Director and Chief Commercial Officer delivering client services, identifying opportunities and building relationships. You will report to the Managing Director.

### **What is it like to work here?**

We're an energetic group who are closely connected. There is a flat management structure with the Managing Director actively involved in the development of the team. The work is serious and there is a high output required, but the environment is supportive, fun, and enjoyable.

We operate four practice areas (Real Estate, Corporate, Commercial and Employment) and have acquired a specialist reputation. This, however, is not the end and we want to grow and develop each area of the business into new markets and geographies.

## **What will you be like?**

- Experienced in working in a professional services or legal environment.
- Passionate, innovative and pro-active in your approach.
- Strategic thinker, with the ability to align all activities to our core business plan.
- Entrepreneurial and confident in your ability to develop the department.
- Professional, personable and approachable.
- Highly articulate.
- Enjoy being part of a dynamic team but comfortable in working autonomously.
- Comfortable with a varied case load in all areas of employment law.
- Want to work for an employer that has an appreciation for the level of commitment and work that you put in.
- Our values will resonate and inspire you.

## **Candidate requirements**

### **Essential:**

- A minimum of 2 years' experience within in an employment law/HR role.
- Up to date knowledge of employment law and legislation.
- Confident communicator with sound interpersonal skills, capable of establishing strong connections with employees across all levels of the company.

### **Location and hours:**

- Full-time (Monday-Friday, 37.5 hours per week) role — 9.00am till 5.30pm.
- Based in our Bristol office (5 mins walk from Temple Meads).
- Hybrid working model with 2 days working from home.

## **Next Steps**

For more information or a confidential conversation please get in touch with the Head of Business Operations on 01454 800 008. Applications to be submitted by email to [lisa.butcher@rubric.law](mailto:lisa.butcher@rubric.law).

Job Type: Full-time, permanent

Salary: £45,000 to £60,000