

**Job Description:**

**Legal Counsel, Employment**

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| Function: | Legal |
| Position: | Legal Counsel, Employment |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager  (N+1 Job title and name): | Assistant General Counsel, Employment |
| Additional reporting line to: |  |
| Position location: | Salford (other locations, including home working, can be discussed) |
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| 1. Purpose of the Job – State concisely the aim of the job. | |
| * To provide employment law advice and solutions for Sodexo UK&I. | |

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| 5. 2. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Providing effective legal advice on all areas of employment law as required by internal stakeholders across the organisation. * Providing and managing effective legal advice and support on all aspects of employment-related matters, including: complex ER matters, projects, HR policies, early conciliation and Employment Tribunal claims, employment terms and conditions, TUPE and outsourcing, industrial relations, settlement agreements and pensions and benefits. * Providing advice on collective (as well as individual) employment matters including consultation procedures, restructuring and redundancies. * Assisting stakeholders with the assessment, management and mitigation of legal risk. * Supporting the business with the introduction of new legislation to ensure compliant processes and effective risk management. * Collaborating with the HR community in providing legal training to HR and the business on all areas of employment law and HR policies to raise and maintain levels of awareness and compliance. * Reporting and monitoring ET cases and helpline queries for continuous improvement. * Helping to ensure that business is conducted in accordance with relevant laws and Sodexo’s internal governance processes. * Managing the engagement of external lawyers under appropriate supervision. * Working collaboratively with all members of the Legal team. * Managing and participating in projects and initiatives for the Legal Department. * Managing and influencing outcomes proactively to achieve optimal results for Sodexo. |

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| 2. 3. Context and main issues – Describe the most difficult types of problems the jobholder must face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * With over 40,000 staff in UK&I, Sodexo operates in complex regulatory environments across numerous different Segments. * A unionised environment in some contracts / Segments. * Employment law continues to evolve with numerous significant legislative changes due to be introduced in the coming years - the effective management of current and evolving employment law risk is essential. * Sodexo strategy for organic growth (existing / new contracts) requires efficient management of employment law risks and resources. * Working with and exposure to senior executives. * Sustained pressure on SG&A costs. * Challenging economic / competitive climate. |

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| 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Positive client feedback (through appraisal process) in all areas of work. * Positive impact on litigation results through successful management of early conciliations. * Legal training delivered. * Well managed external counsel. |

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| 2. 5. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| * Volumes N/A – vary due to business demand. |

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| 6. Job profile – Describe the qualifications (Education & experience), competencies and skills needed to succeed in the position. |
| * Educated to degree level or equivalent. * Qualified solicitor or barrister in the UK or equivalent jurisdiction with employment law experience (ideally 3 years PQE+). * Broad knowledge and experience of employment law and practice. * Strong skills in negotiation, drafting, legal analysis and problem resolution. * Ability to advise on legal and commercial options. * Strong communication and interpersonal skills. |

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| 2. 7. Organization chart – Indicate schematically the position of the job within the organization. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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**Levels**

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Received:

Date:       Date:

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Job holder Immediate Manager