

Job Description – In-House Pensions Solicitor

Status:	Permanent, Full time 37.5 hours per week
Location:	Leatherhead, Surrey
Reporting to:	Legal Managers / Senior Manager
Department:	Claims Department (incorporating In-House Legal Team)

About Police Federation England & Wales

When you join the Police Federation of England and Wales, you will be part of a non-for-profit organisation that serves more than 139,000 rank and file police officers in the political and personal arena. You will work with experts in policing, motivated colleagues, and front-line officers to position the organisation as the undisputed voice of policing.

If you enjoy working in a challenging and complex environment, connecting with a diverse range of people, Police Federation of England & Wales is a great place to work.

Primary Function

- Provide comprehensive legal advice and assistance to PFEW's National Secretary, Deputy National Secretary, senior management, and Heads of Civil & Criminal Claims on all pension matters.
- Support the Heads of Civil & Criminal Claims and Claims Advisors by undertaking the legal analysis of potential pension claims/enquiries, assisting in claims reviews of funded cases, and making appropriate recommendations regarding matters of case management and funding decisions.
- Work in collaboration with PFEW's Policy Support department to provide legal advice and support, including drafting circulars, letters, instructions to Counsel, consultation responses and other relevant documents.
- Work collaboratively with an experienced and amiable in-house legal team wherever necessary
- With the Claims Department contribute to the upskilling of the local Branches and Representatives to assist in improving the end-to-end process and service.
- Respond to internal or local Branch enquiries on case laws, Police Regulations, Home Office Guidance/consultations or other regulatory matters, and issues potentially affecting the wider membership.
- Support the organisation across the departments by providing in-house legal advice and assist in the implementation of a legal strategy to enable a consistent approach.

Key Responsibilities

- Provide a first-stage legal analysis of mainly pensions claims/enquiries (including ill-health retirement and injury on duty awards) and requests for advice/funding/support by producing clear and comprehensive written reports to enable the Claims Department make funding determinations in accordance with PFEW Funding Rules and Criteria.
- Support the Claims Department to manage the claims and relationships with panel solicitors through the provision of technical legal advice and reviews of ongoing claims and funding requests.
- Respond to local Branch/Representative enquiries on pension matters and where appropriate make recommendations to assist in equipping them to support the members.
- Undertake legal research and assist PFEW with relevant queries regarding case-law, Police Regulations and Home Office Guidance or Consultations, review and advise upon proposals and policies of partner organisations where these impact PFEW's members.
- Collaborate with the PFEW's Policy Support department and others and contribute to the legal database which includes legal advice and relevant case laws.
- In conjunction with PFEW's Learning and Development Department contribute to the education and training of PFEW Representatives on regulatory and pension matters, ensuring that such training is updated considering current case law and legislation.
- Assist the HR and Employee Relations Departments as and when required in connection to non-police staff pension matters.
- Provide in-house legal advice and support across the departments as and when required.
- Knowledge share and attend or contribute to focus group sessions and seminars
- Contribute to and/or review internal publications such as materials on the internal Hub or Police Magazine.
- Provide representation or support external insurer/panel firms in the conduct of litigations against PFEW as and when required.

Key Skills & Experience

- Professional legal qualification and registration with the relevant regulatory body (SRA, CILEX or equivalent) and 2 years minimum PQE in Pensions law.
- Demonstrable experience, understanding and enthusiasm for contentious pensions law (including knowledge of relevant Court practice and procedures).
- Ability to quickly drill down into the legal issues, and principles at stake, in order to provide a clear written legal analysis and costs/merits/benefits analysis of cases.

- A high degree of interpersonal and communication skills (both written and verbal) and the good ability to make complex legal matters accessible to non-lawyers.
- Empathy and aptitude for seeing the bigger picture and wider issues at stake.
- Experience of working successfully as part of a team or independently and with limited supervision, together with a strong ability to plan and prioritise work effectively.
- Self-sufficiency in matters of administration and ability to adapt to learning new case management systems.
- Experience of working in public sector, knowledge of police pension regulations and associated case law is desirable.
- Understanding and awareness of ill-health retirement and injury on duty processes and of the various appeal arrangements, including relevant court procedures

Additional Requirements

- Occasional travel may be required, for example to local Branches, conferences or other events that might also entail overnight stays.

What PFEW will offer you

We offer multiple benefits to our HQ employees including: flexible working, hybrid working, competitive salary, private healthcare, enhanced pension contribution, enhanced leave, employee assistance program, onsite free lunches and refreshments, free onsite gym, free onsite parking, 26 days holiday (increasing with length of service), mental health clinics, support for continuous professional development, employee discounts and more....

Interview Process

- Telephone Interview with Talent Acquisition Lead
- Take home assessment
- Interview with Legal Manager and/or Senior Manager and Talent Acquisition Lead

*Please note that these duties and responsibilities are not exhaustive and may be changed from time to time in line with the reasonable requirements of the Police Federation and as directed by the line manager, on behalf of the Head of Department.