

Title:	EMPLOYMENT LAW CASEWORKER	Ref: 1126
Grade:	Band 3, London or Region	
Salary:	London Spine points 33 – 29 London starting salary £45,377 p.a. rising to £50,703 p.a. Regional Spine points 36 – 32 Regional starting salary £42,105 p.a. rising to £46,348 p.a.	
Location:	London/Region	
Purpose of the job:	To support the delivery of a professional legal advice, guidance, and representation on employment law matters to the, staff, and members.	
Responsible to:	Band 4, Employment Law Manager (Senior Paralegal)	
Responsible for:	Not applicable	
Contacts	External:	PCS Members, elected officials and potential members. Employers, Legal and other advisors. TUC, Members of other trade unions and related bodies. MPs, pressure groups, campaigning bodies and media.
	Internal:	PCS Staff and managers across Regions, Senior Management Team, National Management Team and other PCS Departments.

Main duties and responsibilities

1. Key areas

- Undertake training working towards the completion of the SQE
- Provide support in legal research into past cases and documents
- Draft and prepare claims or other legal documents
- Provide support with legal advice to SMT, NEC, members
- Keep up to date with new developments in employment legislation
- Provide support with employment law briefings to PCS staff about changes in employment legislation
- Advise members and Reps on wrongful termination and unfair dismissal claims, including reviewing dismissal procedures and advocating for members' rights
- Assist members and reps in cases of workplace discrimination, harassment, or retaliation based on factors such as age, gender, race, disability, or other protected characteristics
- Support the development of the Union's policy objectives including the PCS planning process
- Support the delivery of the union's Legal and Employment Rights strategy
- Provide support in the union's bargaining, organising, campaigning, equality, learning and digital agendas
- Provide advice to relevant committees including supporting the preparation and presentation of reports
- Monitor and report on issues and initiatives as requested

- 2. Communication**
 - Provide support to ensure digitalisation, information & communication methods are effectively implemented and used to generate improvements
 - Draft complex communications including briefs and reports
 - Communicate with members by supporting the production of circulars and briefings, and by addressing meetings and conferences etc
 - As necessary, represent PCS and liaise with outside bodies
- 3. Casework Management**
 - Advise in the handling of personal casework
 - Liaise with solicitors, internal and external bodies on the handling of personal casework
 - Represent PCS or PCS members at official bodies such as employment tribunals, Civil Service Appeal Board, etc.
 - Maintain and improve own knowledge of the developments in employment law and practice
- 4. Team Working**
 - Proactively promote team working
 - Initiate, organise, lead and participate in team meetings as appropriate
 - Maintain high levels of confidentiality of sensitive issues at all times
 - Provide assistance to team members
- 5. Equality**
 - Contribute to PCS policies on equal opportunities by developing innovative workplace strategies to tackle inequality and discrimination
- 6. General**
 - Participate and input information into PCS planning and budgeting processes
 - At all times implement and promote the PCS's equal opportunities policy and adhere to the PCS Values
 - Take due and reasonable care of self and others in respect of health and safety at work
 - Participate in appraisal, training and development systems
 - Act in a manner that enhances the work of the PCS and its overall public image
 - In all work activities, comply with data protection legislation and PCS's requirements for the protection of personal information and the privacy of individuals
 - Staff at this grade may be assigned or transferred to posts within grade. A training & development programme will be provided to assist with this, where required such other duties that may reasonably be required and that are within the level of the responsibility of this post
 - Willing to work outside normal office hours and location on occasion (e.g. attendance at Annual Delegate Conference, where required)

Person Specification



Public and
Commercial
Services Union

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Date:	May 2026	Location:	London/Region

FACTORS	ESSENTIAL
QUALIFICATIONS	<ul style="list-style-type: none"> Qualifying Law degree. Or 2 plus years' experience in an employment law role
EXPERIENCE	<ul style="list-style-type: none"> Actively participating in committees and teams Industrial relations and negotiations Project management, problem solving and decision making
TRAINING (including continuous professional development)	<ul style="list-style-type: none"> Evidence of ongoing training and continuing professional development Commitment to undertake job-related training working towards the completion of the SQE Commitment to participation in appraisal and development review process
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of the political processes in the UK and the role and work of trade unions Employment rights, equality legislation, discrimination law and working practices Impact and use of Digital and IT applications in a trade union
SKILLS	<ul style="list-style-type: none"> Ability to communicate effectively using written and oral channels, including reports and presentations, with a variety of audiences Ability to negotiate and form effective working relationships internally and externally Ability to work collaboratively and manage complex legal issues Ability to identify and set standards and priorities Ability to provide timely advice and guidance
OTHER	<ul style="list-style-type: none"> Commitment to the application of Equal Opportunities policies and practices at work Understanding of own role in maintaining legal compliances within PCS (e.g. data protection; health and safety) Flexible approach to work and willing to work outside of normal office hours and location on occasions