

Employment Advisor

Employment, London or Liverpool

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

Winston Taylor is seeking a highly motivated and experienced Employment Adviser to join our dynamic team based in one of our Liverpool or London offices. The ideal candidate will bring extensive tribunal experience and a history of effectively managing their own case load of tribunal claims.

Job title

Employment Adviser

Recruiting manager

Paul Callaghan

Department

Employment

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week
from our offices.

Location

London or Liverpool

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

- Working in a collaborative way with colleagues in a strong legal team responsible for the management of employment tribunal claims for high profile clients.
- Managing your own busy employment tribunal case load from ACAS EC stage to resolution.
- Understanding client objectives and priorities in order to define the strategy for the resolution of claims.
- Liaising closely with client contacts to identify and obtain necessary case information.
- Assessing case documents to compile clear and comprehensive assessments of the merits of the defence to a claim.
- Leading on each stage of the litigation process, including preparing for preliminary hearings, compiling disclosure, drafting witness statements, and preparing for final hearing.
- Maintaining regular communication with the client, providing updates and advice at each stage of the process.

The opportunity for you

Experience, skills, and qualifications

- Proven experience as an Employment Paralegal within a law firm or equivalent setting.
- Proven experience in representing Respondents in employment tribunal litigation.
- Extensive tribunal experience is essential.
- Demonstrated ability to independently manage a significant case load effectively and efficiently.
- Excellent written and verbal communication skills.
- Strong organisational abilities with high attention to detail.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

■ London
■ +44 20 7300 4841
■ Rob.Fowler@winstontaylor.com



Hannah Jackson
Senior Recruitment
Manager

■ London
■ +44 20 3077 7262
■ Hannah.Jackson@winstontaylor.com



Daniel Cheasley
Senior Recruitment
Advisor

■ London
■ +44 20 7300 4965
■ Daniel.Cheasley@winstontaylor.com

Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

■ Liverpool
■ +44 151 335 5192
■ Kendell.Woods@winstontaylor.com



Meg Vaughan-Irving
Recruitment Senior
Coordinator

■ Liverpool
■ +44 151 335 5277
■ Meg.Vaughan@winstontaylor.com



Lottie Williams
Onboarding Senior
Adviser

■ Liverpool
■ +44 151 335 5191
■ Lottie.Williams@winstontaylor.com

Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

Attorney advertising. The information contained herein is for educational and informational purposes only and is not intended to be and should not be construed as legal advice. Winston Taylor N.V. and WS SELAS are part of the Winston Taylor network as separate legal entities operating from its offices in the Netherlands and Belgium and France, respectively. Further information on Winston Taylor can be found on our regulatory page at: www.winstontaylor.com. Winston Taylor LLP Headquarters: 300 N. LaSalle Drive Chicago, IL 60654-3406. Phone: +1 (312) 558-5600.

