

Assistant Solicitor – International & Group Claims Department

Job Title:	Assistant Solicitor
Reporting to:	Bozena Michalowska-Howells, Partner
Hours of work:	Permanent, full-time role - Monday to Friday (inclusive) 9:30am - 5.30pm with an hour for lunch
Salary:	Provided upon request - Please be aware that the firm currently has in place a salary pay scale scheme for our Assistant Solicitors depending on their level of PQE.
Benefits include:	Contributory pension scheme, interest-free season ticket loan, death in service benefit, cycle to work scheme, childcare vouchers and 23 days holiday per annum (the holiday entitlement will increase by one day per year, to a maximum of 33 days) plus all public & bank holidays.

Leigh Day & Co is committed to equality and diversity and welcomes applications from all sections of the community. A copy of the Equality and Diversity Policy is available upon request.

Who are we?

Leigh Day & Co is a niche firm of solicitors with 190 staff based in the heart of Clerkenwell. We specialise in the more complex aspects of personal injury and human rights law. We are committed to achieving access to justice for all including full, fair compensation by providing first-rate legal advice. Our first priority is always to clearly understand the needs of our clients as every individual's case has a unique set of circumstances.

The Firm is divided into four Departments:

- Clinical Negligence;
- International & Group Claims;
- Human Rights; and
- Personal Injury.

The Firm has regular social activities. We pride ourselves on our supportive and friendly culture. We are committed to developing people and always encourage them to assume responsibility from an early stage.

Vision and Values

Leigh Day's culture is governed by the following ethos:-

- To continue doing intellectually challenging work on behalf of the "Davids" fighting the "Goliaths" around the world, ensuring that all areas of work covered within the firm are respected and treated with equal commitment;
- To offer legal services of the highest possible calibre, and in accordance with any professional compliance requirements, delivered in a relaxed but not casual environment;
- To maintain sufficient profitability across the firm to provide a decent income for all working in the practice;
- To maintain a reasonable work-life balance, to give people time with family and friends and to enable them to re-charge their batteries.

Our core values will include

- Commitment to our clients
- Integrity
- Diligence
- Best service

Overall purpose

To assist with managing to the highest standard all aspects of cases on behalf of our claimant clients

To assist the firm in achieving its stated professional and commercial objectives

Main duties and responsibilities

File Management

To obtain accurate information and instructions from our clients, analyse the legal and practical aspects of their claims and obtain the necessary documents/evidence to provide preliminary advice on liability/quantum/costs & funding

To identify appropriate medico-legal experts to advise on liability and quantum, negotiate acceptable terms for their instruction, ensure their fees are paid promptly, prepare formal instructions and liaise with those experts and/or their secretaries during the running of the case

To analyse and advise on strategy, tactics, and how best to achieve the most successful outcome for each client according to the particular circumstances of their case

To endeavour, where appropriate, to achieve settlement pre-litigation; otherwise to conduct litigation through to trial or earlier settlement and to deal with post trial/settlement considerations such as costs and enforcement proceedings, and to consider whether any decision should be appealed

To enable clients and/or their litigation friends, where a client lacks capacity, to make informed decisions based on advice on legal and other appropriate considerations e.g. costs, funding and risks of litigation

To ensure the timely and effective deployment of others involved in the matter e.g. expert witnesses, enquiry agents, counsel, cost draftsmen

To monitor all aspects of the case on behalf of the client and advise on whether subsequent developments affect views previously expressed

To heed the procedural timetable and time limits, to make necessary applications where required to protect the client's position

To comply with the Civil Procedures Rules

Client Relations

To deal with clients in a sensitive, professional and competent way; and to pitch all communications with clients at a level appropriate to the individual concerned

To identify clients' objectives and to seek to further them in a manner consistent with all professional and ethical obligations

Professional Standard

To work and behave in a professional manner and within the highest ethical and other standards of the profession

Comply with procedures set out in the office manual, professional standards and any requirement set by the Legal Services Commission or similar interested bodies e.g. Legal Expense Insurers

To ensure monetary transactions are dealt with efficiently and in accordance with professional rules

To maintain the strictest standards of client confidentiality at all times

Other Responsibilities

To delegate appropriately and to supervise and motivate reporting staff

To anticipate as well as to respond to clients' needs and demands

Sharing of information with colleagues

To participate in the growth and development of the department/firm

Marketing: Social and Technical

To include presentation of seminars, writing articles, joining and participating in professional and other relevant organisations

Management of Resources

To assist the firm in maximising income and profitability by effective time recording, billing and staff planning

Training

To keep up to date with developments in law and practice

Individuals who need CPD hours must keep their records up to date and comply with the compulsory CPD regime

Information Technology

Wherever possible, to utilise I.T. to provide a quality, cost effective and efficient service to clients

To maintain the strictest concern for and awareness of the need for data protection at all times

Performance Measured By

Conducting matters on behalf of clients to their satisfaction

Careful file management and the keeping of detailed contemporaneous attendance notes of all work done on behalf of our clients

Compliance with time recording requirements and reaching financial targets

Knowledge and use of court rules and procedures

Efficiency in dealing with work and accuracy of work produced. Ability to work with initiative; maintaining a flexible and responsible approach

Personal development and contribution to the overall objectives of the firm

Good attendance and timekeeping

Person Specification

Skills & abilities	Qualification, knowledge and experience	Character and personal qualities
Ability to analyse complex factual and legal situations and advise as to the critical path that should be followed.	Qualified Solicitor 3 year PQE although all applications will be considered	Effective communicator & Team player with the intellect to solve problems, use judgement, reasoning and respond to a challenge
Ability to manage assigned tasks in an assertive, efficient and timely manner.	Claimant personal injury/clinical negligence litigation experience Experience in orthopaedics advantageous	Works in an organised and methodical manner and has a positive attitude. Works well under pressure.
Adaptable and able to work in a busy environment, along with good IT, strong written & verbal skills.	Experience in product liability beneficial. Good knowledge of group litigation procedures	Ability to deal sensitively with clients and experts
Aware of the general legal and ethical principles and able to apply those to different situations.	Experience in acting on behalf of Claimants (as opposed to defendants)	Enthusiasm for and commitment to the type of work we do