**Job description**

**Job title:** Paralegal

**Department:** Clinical Negligence

**Location:** London

**Reporting to:** Partner or Solicitor in the Clinical Negligence Department

**Hours:** 9:30am – 5:30pm, Monday to Friday

**Contract:** One Year Fixed Term Contract

**Salary:** Competitive, Provided upon request

## Overall purpose for this role

## A Paralegal within the Clinical Negligence team is expected to:

## Provide reliable and efficient litigation support primarily to your supervising fee-earner but also to assist with the work of the team.

## Undertake a wide variety of administrative tasks as set out below.

## Undertake other ad-hoc duties as required from time to time.

##

## Main duties and responsibilities

## Assist with drafting documents, client liaison, research work, general correspondence and administrative support.

## Sort and review medical and financial records, liaise with medical professionals, financial institutions and other solicitors.

## In the absence of supervising fee-earner, ensure that urgent matters are referred to appropriate personnel.

## File/Case Management

## To obtain accurate information and instructions from 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.

## Telephones

## Telephone clients/other contacts as and when necessary, dealing with such calls in a courteous and efficient manner.

## Client Relations

## Communicate effectively; be approachable and professional in all dealings.

## Ensure cheques are requisitioned / paid in as instructed. To ensure monetary transactions are dealt with efficiently and in accordance with office procedures.

## Information Technology

## To utilise I.T. to provide a quality, cost effective and efficient service to clients.

## Training

## To keep up-to-date by attending in-house seminars, through research, reading and attending courses if appropriate.

## To ensure that adequate training is received to be able to gain maximum benefit from the firm’s investment in Information Technology.

## Any other tasks as might be required from time to time.

## 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

## Essential

## Legal qualifications (Degree, GDL).

## Previous paralegal or litigation experience.

## Genuine interest to work with a leading claimant law firm and passionate about providing access to justice to all.

## Excellent academic background.

## Demonstrable experience in using a variety of IT packages (MS Word, Excel, Case Management Systems, Outlook).

## Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of clients and various stakeholders.

## Proven ability to work in an organised and methodical manner and ability to manage own workload.

## Proven ability to work and contribute in a team environment.

## Desirable

## Completion of the LPC/BVC.

## Relevant experience in clinical negligence or Personal Injury.

## Relevant experience in drafting clear and concise legal notes and correspondence.

## Experience in sorting and reviewing medical and financial records.

## Experience in interviewing clients and taking witness statements, dealing sensitively and managing difficult conversations.