**Job description**

**Job title:** Solicitor

**Department:** Human Rights

**Location:** London

**Reporting to:** Partner

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

Working from Home policy (3 days in the office – 2 days at home).

**Contract:** Permanent, full time

**Salary:** Dependent on PQE

**Overall purpose of the role**

* Assisting the Partner to run complex large group actions, investigating, and pursuing litigation and undertaking research and business development
* Assisting in the management of paralegals within the team
* Most of the work will involve group litigation claims against large companies in the areas of Consumer Law, Environmental Protection and Data Protection Law. Would suit candidates with personal Injury and/ or clinical negligence experience who are looking for a change in direction.
* 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 instruct medico-legal experts to advise on liability, causation, 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 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 compassionate way.
* To identify clients’ objectives and to seek to further them in a manner consistent with all professional and ethical obligations.

**Business development**

* To help research and develop new areas of practice for the firm.

**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 always maintain the strictest standards of client confidentiality.

**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 relevant CPD requirements.

**Information Technology**

* Wherever possible, to utilise I.T. to provide a quality, cost effective and efficient service to clients.
* To always maintain the strictest concern for and awareness of the need for data protection.

Any other tasks as might from time to time be required

**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.
* Efficiency in dealing with work and accuracy of work produced.
* Ability to work with initiative, maintaining a flexible and responsible approach.
* Knowledge and use of court rules and procedures.
* Personal development and contribution to the overall objectives of the firm.
* Good attendance and timekeeping.

**Person Specification**

* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* Interest in Consumer Law, Environmental Protection and Data Protection Law Would suit candidates with personal injury and/ or clinical negligence experience who are looking for a change in direction.
* Ideally qualified lawyer with 2-5 years PQE – exceptional candidates outside this level of qualification will also be considered. We would welcome applications from candidates returning to practice after a career break,
* Ability to learn new areas of law quickly and develop new areas or work for the firm.
* Demonstrable knowledge in conduct of cases from initial advice through to trial.
* Substantial experience in calculating losses in Schedule of Loss (often large and complex).
* Relevant experience in analysing complex factual and legal situations and advising clients in accordance with their aims.
* Substantial experience in dealing sensitively with clients and experts, providing solutions, and managing difficult situations and conversations.
* Ability to analyse complex factual and legal situations and advise as to the critical path that should be followed.
* Some relevant experience in creating new business opportunities.
* Solid experience in using a variety of IT packages (MS Word, Excel, Case Management Systems and Outlook).
* Excellent communication skills, demonstrated by ability to communicate accurately, clearly, and concisely, both verbally and in writing.
* Excellent time management skills demonstrated by ability to organise and prioritise a complex workload and work to tight deadlines.
* Experience in working and contributing to a team environment.

**Desirable**

* Experience in or knowledge of any of these areas will be an added advantage: Personal Injury, clinical negligence, consumer law, environmental protection, data protection law and group claims.