**Job description**

**Job title:** Paralegal

**Department:** Clinical Negligence

**Location:** Manchester

**Reporting to:** Partner

**Contract:** Permanent, full time contract

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role.

**Salary:** Competitive, Provided upon request

**Overall purpose for this role**

* To provide a reliable and efficient support service for claimant Clinical Negligence claims and assist with general administration of caseloads.
* To undertake a wide variety of paralegal and administrative tasks as set out below. You will also be required to undertake other ad-hoc duties as required from time to time.

**Main duties and responsibilities**

**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.
* 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.
* To enable clients to make informed decisions based on advice on legal and other appropriate considerations e.g. costs, funding and risks of litigation.
* To monitor all aspects of the case on behalf of the client and advise on whether subsequent developments affect views previously expressed.
* To ensure court directions are complied with.

**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.

**Filing**

* Ensure filing kept up-to-date and copies of correspondence/ documents are kept in the file, open new files/close old files as required.
* Pay attention to detail and ensure accuracy.

**Information Technology**

* To utilise I.T. to provide a quality, cost effective and efficient service to clients.
* Experience of using IT to manage large amounts of complex information.

**Training**

* To try and 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 from time to time as required.

**Person Specification**

**Essential**

* Genuine interest to work with a leading claimant law firm and passionate about providing access to justice to all.
* Good academic background with legal qualifications (Degree, GDL, LPC etc.).
* Experience in a legal firm along with demonstrable knowledge of drafting legal documentation and correspondence.
* Experience in interviewing clients and taking witness statements.
* Ability to manage caseload in an efficient, accurate and timely manner.
* Experience in handling multi-party or large caseloads is desirable but not essential.
* High level written and verbal communication skills.
* Demonstrable understanding of and commitment to client care.
* Ability to manage own workload in a busy environment to a consistently high standard.
* Proficient in the use of Microsoft Office, with understanding and experience in using Practice / Case Management System.

**Desirable**

* Previous demonstrable relevant experience in clinical negligence will be advantageous, but not essential.