**Job Description**

**Job title:** Assistant Solicitor

**Department:** Consumer Law

**Location:** London

**Reporting to:** Partner

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

**Contract:** Permanent, full time (3 to 5 years PQE)

**Salary:** Competitive, Provided upon request

**Overall Purpose of the Role**

* The team undertakes large and complex group litigation, sometimes including thousands of clients. The team is currently working on group actions on behalf of investors in the Woodford Equity Income Fund and in connection with the “Deiselgate” emissions scandal.
* The new Solicitor will be working with Partners and an Associate to manage large cases and to develop new matters. The role would in particular involve working on the group action on behalf of investors in the Woodford Equity Income Fund, as well as helping the team to develop their financial services sector work.
* Key attributes necessary to be successful in the role include meticulous organization skills; ability to undertake in-depth research; ability to analyse evidence and identify patterns; ability to manage large amounts of data; a commitment to access to justice; and ability to foster teamwork to create a culture that values collaboration.
* Experience working in largescale commercial litigation, in particular in financial services disputes or financial services regulation, would be an advantage.

**Main Duties and Responsibilities:**

**Case Management**

* To effectively review and draft technical and legal documents.
* To ensure that accurate information and instructions are obtained from clients and accurate records are maintained.
* To effectively manage, delegate to and supervise the work of junior team members.
* To follow group litigation procedures under CPR19 and co-ordinate and collaborate with other law firms which are bringing connected group litigation.
* 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 ensure the timely and effective deployment of others involved in the matter e.g. expert witnesses, enquiry agents, counsel, cost drafts people.
* To heed the procedural timetable and time limits, to make necessary applications where required to protect the client’s position.
* To assist with disclosure review.
* To comply with the Civil Procedures Rules.
* To work effectively with litigations funders and ATE insurers.

**Client Relations**

* To deal with clients in a sensitive, professional and compassionate manner.
* To identify clients’ objectives and to seek to further them in a manner consistent with all professional and ethical obligations.

**Business Development and Marketing**

* To help research and develop new areas of practice for the department, particularly other potential group actions. In particular, working with the team to develop their financial services sector work. Interest in developing work in other areas related to consumer protection is very much welcomed.
* To include presentation of seminars, writing articles, joining and participating in professional and other relevant organisations.

**Compliance and Risk Management**

* To maintain the strictest concern for and awareness of the need for GDPR and data protection at all times and in accordance with the Firm’s internal policies.
* To adhere to and manage all court deadlines and time limits where applicable.
* To ensure regulatory compliance in all aspects of the case and that effective and regular risk management is carried out as part of case management.
* To immediately report any compliance or risk management concerns to the relevant persons without delay.

**Professional Standards**

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

**Learning**

* To keep up to date with developments in law and practice.
* To keep up to date with the UK, EU and Global litigation landscape concerning product safety and consumer law.
* To ensure learning and development plans are completed and that records are up to date and compliant with relevant SRA requirements.
* Any other tasks as might be required from time to time.

**Person Specification**

* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* An interest in Consumer Law, financial services, corporate accountability and product safety.
* Excellent academics.
* Qualified lawyer **with between 3 to 5 years** of relevant post qualification experience.
* 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.
* Relevant experience in analysing complex factual and legal situations and advising clients in accordance with their aims.
* Experience in dealing sensitively with clients and experts.
* Experience in working on complex matters, which require analysis of large amounts of data.
* Proven experience in supervising junior team members.
* 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 group claims or class actions, Consumer Law, Financial Services disputes and regulation, Environmental Law, and product liability litigation.