**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 (4 to 6 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.
* New cases are frequently developed through research and investigation undertaken within the team.
* The new Solicitor will be working with Partners and an Associate to manage large cases and to develop new matters.
* 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.

**Main Duties and Responsibilities:**

**Case Management**

* To effectively review and draft technical 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 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.

**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.
* 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, corporate accountability and product safety.
* Excellent academics.
* Qualified lawyer **with between 4 to 6 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**

* A background in engineering and/or software development and/or the automotive industry.
* Experience in or knowledge of group claims or class actions, Consumer Law, Environmental Law, and product liability litigation. .
* Experience of supervising teams of paralegals
* Language skills, particularly German