**Job Description**

**Job title:** Senior Associate Solicitor

**Department:** International and UK Group Litigation (Competition team)

**Location:** Ideally London, open to Manchester or Leeds

**Reporting to:** Partner

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

**Contract:** Permanent, full time / part time considered

**Salary:** Competitive in line with experience (6-8 years PQE)

**Overall Purpose of the Role**

* Fantastic opportunity for an ambitious Senior Associate level solicitor with general litigation experience and an interest in competition law to join a growing competition team at at Leigh Day, focusing on group actions (CPOs) against large firms in the UK who abuse competition rules to the prejudice of consumers. Our team has a particular focus on bringing claims which have strong social justice and environmental aspects to them, particularly focusing on abuses that impact vulnerable consumers or those less able to seek redress themselves.
* The new Senior Associate will be working with Associates, managing Paralegals / Trainees, and reporting to Partner, Zoe Mernick-Levene. Depending on experience, the Senior Associate, as part of the team, will be involved in the day-to-day running and managing of competition cases in the Competition Appeal Tribunal from the certification stages and throughout the litigation.
* The role represents an excellent opportunity for an ambitious Senior Associate, to work in an exciting and developing area of the law at a leading claimant law firm
* Key attributes necessary to be successful in the role include meticulous organisation skills; motivated and ambitious; ability to undertake in-depth research; ability to understand economic ideas and to help 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 Competition Law and / or the Competition Appeal Tribunals is preferrable but not essential.

**Main Duties and Responsibilities:**

**Case Management**

* To effectively draft and comment on technical and legal documents correspondence.
* To ensure that accurate information and instructions are obtained from clients/class representatives and accurate records are maintained.
* To effectively work with the team, and to help manage, delegate to and supervise the work of junior team members.
* Manage and co-ordinate the progress of the litigation and to become an expert on the CPO procedure rules and guidance.
* To work with and manage others involved in the matter e.g., expert witnesses, experts, counsel, cost drafts people and to oversee their work and keep track of costs.
* To heed the procedural timetable and time limits, to make necessary applications where required to protect the client’s position.
* To manage and lead disclosure reviews.
* To comply with the Civil Procedures Rules / CAT Rules and CAT Guide.
* To work effectively with litigations funders and ATE insurers and be responsible for reporting obligations.

**Client Relations**

* To deal with clients/class representatives/class in a professional, responsive and compassionate manner.
* To help identify clients’/class 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 developing Competition Appeal Tribunal work. Interest in developing work in other areas related to Competition Law 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 always maintain the strictest concern for and awareness of the need for GDPR and data protection 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 always maintain the strictest standards of client confidentiality.
* 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 Competition 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 strong interest in using competition law to hold firms to account, ensure access to justice and achieve fair compensation for consumers.
* A strong background and experience and/or training in general or commercial litigation. Experience in UK and/or EU competition law and/or in the Competition Appeal Tribunal is preferable but not required as long as candidate is able to evidence a genuine interest in building a practice in competition law.
* Excellent academics.
* Qualified lawyer with between 6 – 8 years of relevant post qualification experience.
* Ability to learn new areas of law quickly and develop new areas or work for the firm.
* Have the ability to think on their feet and be a lateral thinker.
* Demonstrable knowledge in conduct of cases from initial advice through to trial.
* Relevant experience in analysing complex factual and legal situations and helping to advise 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 / economics.
* 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.