**Job Description**

**Job title:** Associate Solicitor

**Department:** International & Group Litigation

**Location:** London/Leeds – with hybrid working (three days in office)

**Reporting to:** Senior Associate Solicitor

**Hours:** 9:30am – 5:30pm, Monday to Friday (although flexibility may be required to meet the demands of the role)

**Contract:** Permanent, full time

Salary: Competitive

Benefits: 29 days’ holiday per annum inclusive of 4 days’ compulsory leave to be taken during the Christmas office closure, plus all public and bank holidays; contributory pension scheme; life assurance (4 times annual salary); private medical insurance; interest free season ticket loan; childcare vouchers; cycle to work scheme; electric vehicle scheme. We also have annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

**About Leigh Day**

We are a top 100 law firm committed to claimant-only cases, ensuring that individuals have the same access to justice as the UK Government and large corporations. We’re not afraid to take on difficult and challenging cases, and our areas of practice include discrimination in the workplace, defective products, financial services and human rights abuses in this country and overseas.

**About the team**

The Leigh Day International & Group Litigation team specialises in managing large-scale, complex group litigation cases, often representing thousands of clients. The team also represents people in human rights and environmental claims brought in the English courts against large multinational companies.

**Overall purpose of the role**

The role will provide support to the Partner and team on complex group litigation that is progressing to trial.

Key attributes for success in this role include exceptional organisational skills, the ability to work at pace and across a number of different workstreams and on technical issues. You will need to demonstrate a strong commitment to promoting access to justice, and genuine commitment or desire to do claimant focused work.

**Main duties and responsibilities:**

**Case management**

* To draft party correspondence.
* To effectively review and draft technical documents.
* To effectively manage, delegate and supervise the work of junior solicitors and paralegals.
* To provide support on litigation through to trial or settlement and to deal with post-trial/settlement considerations such as costs.
* To heed the procedural timetable and make necessary applications where required.
* To assist with disclosure review of technical documents.

**Client relations**

* To engage with clients in a sensitive, professional, and compassionate manner.

**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 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 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 claimant only work, access to justice and affordable legal advice of the highest quality.
* Excellent academics.
* Qualified lawyer ideally with 4 years’ (or equivalent) relevant post qualification experience (although exceptional candidates with less PQE will be considered).
* Ability to learn new areas of law quickly and develop new areas of 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 technical information.
* Proven experience in supervising junior team members.
* 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 across multiple workstreams.
* Experience in working and contributing to a team environment.

**Desirable**

* Experience in or knowledge of group claims or class actions, consumer law, environmental law, human rights and product liability litigation.
* Language skills including German.
* Scientific or engineering background.