**Job description**

**Job title:** Assistant Solicitor(0-8 Years PQE)

**Department:** Clinical Negligence

**Location:** Manchester office/ flexible home working (typically two days home working per week). Some travel may be necessary during the performance of your role.

**Reporting to:** Partner(s)

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

**Contract:** Permanent

**Works with**: Solicitors, paralegals, and partners in the Clinical Negligence department.

**Overall purpose for this role**

* To assist cases on behalf of clinical negligence clients to the highest standards.
* To assist the firm in achieving its stated professional and commercial objectives.

**File Management**

* To obtain accurate information and instructions from our 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 identify appropriate medico-legal experts to advise on liability and quantum, negotiate acceptable terms for their instruction, ensure their fees are paid promptly, prepare formal instructions, and liaise with those experts and/or their secretaries during the running of the case.
* To analyse and advise on strategy, tactics, and how best to achieve the most successful outcome for each client according to the circumstances of their case.
* 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 enable clients and/or their litigation friends, where a client lacks capacity, to make informed decisions based on advice on legal and other appropriate considerations e.g., costs, funding, and risks of litigation.
* To ensure the timely and effective deployment of others involved in the matter e.g., expert witnesses, enquiry agents, counsel, cost draftsmen.
* To monitor all aspects of the case on behalf of the client and advise on whether subsequent developments affect views previously expressed.
* To heed the procedural timetable and time limits, to make necessary applications where required to protect the client’s position.
* To comply with the Civil Procedures Rules.

**Client Relations**

## To deal with clients in a sensitive, professional, and compassionate way.

## To identify clients’ objectives and to seek to further them in a manner consistent with all professional and ethical obligations.

**Professional Standard**

* 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.

**Other Responsibilities**

* To delegate appropriately and to supervise and motivate reporting staff.
* To anticipate as well as to respond to clients’ needs and demands.
* Sharing of information with colleagues.
* To participate in the growth and development of the department/firm.

**Marketing: Social and Technical**

* To include presentation of seminars, writing articles, joining, and participating in professional and other relevant organisations.

**Management of Resources**

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

## Training

## To keep up to date with developments in law and practice.

## Individuals who need CPD hours must keep their records up to date and comply with the relevant CPD requirements.

## Information Technology

## Wherever possible, to utilise I.T. to provide a quality, cost effective and efficient service to clients.

## To always maintain the strictest concern for and awareness of the need for data protection.

* Any other tasks as might from time to time be required

**Performance Measured By**

## Conducting matters on behalf of clients to their satisfaction.

## Careful file management and the keeping of detailed contemporaneous attendance notes of all work done on behalf of our clients.

## Compliance with time recording requirements and reaching financial targets.

## Efficiency in dealing with work and accuracy of work produced.

## Ability to work with initiative, maintaining a flexible and responsible approach.

## Knowledge and use of court rules and procedures.

## Personal development and contribution to the overall objectives of the firm.

## Good attendance and timekeeping.

**Person Specification**

* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* Newly qualified - 8 years post qualification, with experience in clinical negligence.
* Demonstrable knowledge and an interest in medicine and clinical negligence law.
* Demonstrable knowledge in conduct of cases from initial advice through to trial.
* An understanding of calculating losses in Schedule of Loss.
* Experience in dealing sensitively with clients and experts, providing solutions, and managing difficult situations and conversations.
* Solid awareness of the general legal and ethical principles and able to apply those to different situations.
* 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.
* Substantial experience in working and contributing to a team environment.
* Relevant litigation experience gained within a claimant Firm, though not essential will be highly desirable.