**Job description**

**Job title:** Assistant Solicitor (0-4 PQE)

**Department:** Personal Injury

**Location:** Liverpool or Manchester

**Reporting to:** Partner

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

**Contract:** Permanent

**Salary:** Competitive, Provided upon request

**Overall purpose of the role**

* Assisting Partners and running their own case load, investigating and pursuing asbestos litigation and undertaking research and business development.
* To assist the firm in achieving its stated professional and commercial objectives.

**Main duties and responsibilities**

**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 instruct medico-legal experts to advise on liability, causation 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 particular circumstances of their case.
* To endeavour to achieve optimum settlements for clients, whether that be pre-litigation, or by conducting 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.

**Business development**

* To provide support in undertaking business development tasks with existing clients
* Familiarity and use of social media platforms is helpful

**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 Solicitors Regulation Authority 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.

**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 maintain the strictest concern for and awareness of the need for data protection at all times.

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.
* Qualified lawyer with solid demonstrable experience in asbestos litigation. It would ideally suit lawyers with 0-4 years of relevant post qualification experience (or equivalent experience).
* Sympathy with the aims and interests of asbestos sufferers and their families
* Demonstrable knowledge in conduct of cases from initial advice through to trial.
* Substantial experience in calculating losses in Schedule of Loss (often large and complex).
* Relevant experience in analysing complex factual and legal situations and advising clients in accordance with their aims.
* Substantial experience in dealing sensitively with clients and experts, providing solutions and managing difficult situations and conversations.
* Ability to analyse complex factual and legal situations and advise as to the critical path that should be followed.
* Some relevant experience in creating new business opportunities.
* 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 in a team environment.