

## JOB DESCRIPTION

### Lawyer Grade 5

**Reporting to: Regional PI Manager**

**Management Responsibility: none**

**Team: Personal Injury**

### Job Purpose

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The job holder will be expected to conduct and manage all aspects of their caseload and the tasks delegated on the relevant case holding, including taking appropriate daily decisions involving considerable exercise of judgment, subject to supervision.

The level of supervision required will be in accordance with the firm's standard system.

The job holder will require a sound theoretical knowledge of the work and an ability to conduct cases from beginning to end. In addition, they will have considerable experience usually gained over 2 years of working with the case types where the role exists, or within complex, non-portal FT work - handling a full caseload as mentioned above. Ideally the candidate will have worked on higher value PI vases

The job does not carry any direct supervisory responsibility, but the job holder will play an important role in the team in helping to achieve the Unit's objectives.

The ability to communicate clearly and effectively is essential.

## PERSON SPECIFICATION

### Lawyer Grade 5

Specification	Essential	Desirable
<b>Relevant skills and/or aptitudes</b>	<p>Good knowledge of law of PI law – as applicable</p> <p>Good knowledge of CPR, rules on evidence, litigation process and funding – as applicable</p> <p>Ability to assess and advise on evidence, liability and quantum</p> <p>Good numerical skills and an ability to calculate special damages</p> <p>Ability to prioritise, work quickly, accurately and to deadlines</p> <p>Good verbal and written communication skills, including drafting and advocacy skills</p> <p>Strong file management skills Competent in the use of Microsoft Outlook, case management systems, Excel and Word</p>	<p>Knowledge of statutory duties relevant to employer/employee situation</p> <p>Knowledge of common law relevant to PI</p>
<b>Experience</b>	<p>At least 2 years' experience of handling/ assisting with personal injury claims including some specialist claims</p> <p>Experience of meeting deadlines with a minimum of supervision</p>	<p>Trial experience</p> <p>Experience of working with trade unions</p> <p>Experience of working with electronic case management systems</p>

	<p>Experience dealing direct contact with clients, face to face and over the phone</p> <p>Experience of litigating cases effectively</p>	<p>Experience of assisting with SI / high value MT cases which will include cases with voluminous disclosure and rehabilitation packages</p> <p>An understanding of claims and the issues involved in cases involving brain injury, spinal injury and/or amputation</p>
<b>Relevant education/training</b>	Admitted solicitor or legal executive or equivalent	
<b>Other requirements</b>	<p>Ability to work in a team on cases to include delegation</p> <p>Ability to empathise with clients</p> <p>Ability to provide informal guidance to junior colleagues as required</p>	<p>Empathy with trade unions and Labour movement</p> <p>Driving licence</p> <p>Understanding of the importance of developing and maintaining good client relations</p> <p>Ability to contribute to the general marketing for SI/high value cases</p>