

JOB DESCRIPTION

Principal Lawyer Grade 7

Reporting to: Regional Managing Partner
Management Responsibility: Supervision of all Lawyers working within one of more areas of specialisation within a practice area in branch.

Job Purpose

To deliver full and effective supervision of case work within the branch, to achieve the required operational, financial and client service performance to fully contribute to overall branch performance.

Areas of Responsibility

- Implement effective and efficient methods of supervision across the specialisation area(s) for which the job holder is responsible in branch, ensuring delivery of best practice in client care and full implementation of case management standards across the practice area.
- Taking proactive steps to ensure that all cases are conducted in line with our vision and values, and in a manner which upholds our client's interests and the firm's reputation.
- Effective allocation of cases, monitoring case holdings across supervisees.
- Engage and effectively communicate with supervisees ensuring problem solving and creative thinking.
- Ensure effective and efficient time recording on all cases where appropriate in full compliance with the firm's time recording policy.
- Ensure effective and efficient use of experts and counsel on cases, monitoring costs and recovery, ensuring that all use of suppliers is in line with our vision and values.
- Monitoring disbursement spend, including through advance authorisation of disbursements, and taking effective steps to keep all write offs to the lowest level reasonable possible.
- Ensuring full and effective funding is in place for all cases, that all reporting requirements are adhered to, all billing procedures and KPIs are adhered to, and all steps taken to maximise costs recovery for the firm for work done.

- Ensuring that all case work is completed in line with KPIs, targets and objectives for the specialisation areas for which the job holder is responsible.
- Investigating any complaints which arise in the specialisation area for which the job holder is responsible and drafting an appropriate response for the Managing Partner to refer to.
- Investigating any professional negligence which arises in the specialisation area for which the job holder is responsible and drafting a report for the Managing Partner to refer to. On occasions, the Managing Partner can delegate the handling of the professional negligence matter to the jobholder.
- Discharge a personal case holding of appropriate profile and volume on best practice principles directly contributing to the Branch financial performance.
- Contribute to work and outputs of the Regional Managing Partner to whom the job holder reports, through building effective relationships and supporting the Regional Manager Partner to deliver the required Branch performance.
- Work with the National Heads and others within the firm to contribute to the development and delivery of effective methods of case handling to achieve the firm's strategic objectives in quality, growth and strength.
- Implement and uphold all the firm's policies and procedures.

This list is not exhaustive and may vary.

PERSON SPECIFICATION

Principal Lawyer Grade 7

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Strong supervisory skills.</p> <p>Ability to analyse and disseminate information in a clear and direct way.</p> <p>Understanding of relevant statutory and common law legal practice and procedure.</p> <p>Proven tactical litigation skills.</p> <p>Excellent communication skills, both written and verbal.</p> <p>Ability to deliver fully against deadlines and self-monitor delivery.</p> <p>Ability to prioritise.</p> <p>Attention to detail.</p> <p>Proven organisational, administrative and time management skills.</p> <p>Excellent client care skills.</p> <p>Proven ability to develop and maintain excellent client relationships.</p> <p>An ability and willingness to actively participate in the</p>	

	development of client relationships.	
Experience	<p>Significant post qualification experience in personal injury case handling including advocacy experience. With an ability to stand back from the role and apply analysis/work out problems from first principles.</p> <p>Experience of successfully mentoring, developing and supervising a group of individuals within PI litigation.</p> <p>Experience of delivering training to clients and a willingness to address a large number of people at client events</p> <p>Established track record of excellent client care and the development of client relationships.</p>	
Relevant education/training	Admitted solicitor to The Roll of Solicitors in NI with over 10 years' experience after qualification.	
Other requirements	<p>Willingness to accept accountability for success or failure of the Branch .</p> <p>Ability to successfully manage relationships at all levels (peers,</p>	<p>Empathy with the Trade union and Labour movement.</p> <p>Driving licence.</p> <p>Marketing experience.</p>

	<p>managers, supervisees and clients).</p> <p>Sound business acumen and ability to understand financial accounts and reports</p> <p>A willingness to travel throughout the UK to attend client events, meetings, training and other events.</p>	
--	---	--