

JOB DESCRIPTION

Job Title:	RTA Lawyer
Reporting to:	Team Manager
Supervisory Responsibility:	None

Job Purpose:

Responsible for a caseload of fast track RTA cases which have exited the portal at any stage of the process.

These will include RTA cases where liability has been admitted and those where it has been denied. All will be of a fast track value which meet the criteria for portal submission, and which do not involve any particular area of complexity. The job holder will be required to proactively litigate cases under supervision where liability is in dispute or where pre-issue settlement is not possible. The job holder will need to make early decisions on whether to litigate (and then whether to proceed to trial), turn down or transfer to branch (with supervision).

Tasks will include investigating liability, investigating quantum, attending on clients and witnesses, drafting witness statements and schedules of loss, undertaking legal research, assessing whether to make, reject or accept an offer, drafting pleadings and statements of case, dealing with court directions and potentially some advocacy before District Judges.

The above lists are not exhaustive and are given by way of example.

This job is self-sufficient. The job holder will produce all his/her own work and will have little if any assistance from administrative and secretarial staff. Proficiency in operating case management systems, Word and Excel to a high standard is required.

The ability to communicate clearly and effectively is essential.

A high level of supervision is required, although the job requires an ability to make decisions involving the exercise of some judgment.

PERSON SPECIFICATION

Office and Team:	Litigation Team, Sheffield
Job Title and Grade:	RTA Lawyer – Grade 3
Date:	May 2022

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Knowledge of PI law – as applicable.</p> <p>Knowledge of Pre-Action Protocols, CPR and funding – as applicable.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Ability to prioritise.</p> <p>Attention to detail.</p> <p>Good interpersonal /communication skills, both written and verbal.</p> <p>Excellent client care skills.</p> <p>Ability to follow instructions and make appropriate decisions.</p>	<p>Ability to take delegated tasks from start to finish with minimum of supervision.</p>

Specification	Essential	Desirable
	<p>Good IT skills.</p> <p>Ability to work as part of a team.</p>	
Experience	<p>Previous experience of dealing with personal injury claims</p> <p>Experience of client contact, either in person or by telephone.</p>	<p>Previous experience of dealing with RTA claims</p> <p>Use of electronic case management systems.</p>
Relevant education/ training	<p>Proven ability in numeracy and verbal and written communication skills.</p> <p>Law graduate or similar level qualification or experience</p> <p>Basic knowledge of PI law.</p>	<p>Solicitor or Legal Executive.</p>
Other requirements	<p>Accountability and trustworthiness.</p> <p>Flexibility.</p>	<p>Empathy with the TU and Labour movement.</p> <p>Driving licence.</p>