

JOB DESCRIPTION

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

Job Purpose:

Litigate a full caseload of straightforward:

- FT ex-portal accident cases (RTA, EL and PL) for union members and union friends and family scheme clients, working under supervision.
- Identify cases which need to be transferred to the Branch network, including for reasons of value, specialist case type or profile.

The job holder will be expected to conduct and manage all aspects of his/her caseload, including taking appropriate decisions involving the exercise of judgment, subject to supervision. Effective time recording and working to a KPI framework to ensure profitable working, is a key part of the role.

The level of supervision required will be in accordance with the firm's standard system together with further assistance in relation to key decisions on cases.

The job holder will have experience in dealing with EL/PL litigated cases, effectively running a caseload. They will require a sound theoretical knowledge of the work and will have an ability to conduct all the aspects of a case required from the commencement of litigation to conclusion including: dealing with issue and service of proceedings, reviewing and responding to defences, management of matters through court directions including interim applications through to instruction of counsel for trial and work associated with the trial itself.

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 branch objectives.

PERSON SPECIFICATION

Office and Team:	Birmingham or Stoke – Personal Injury
Job Title and Grade:	Assistant Lawyer - Grade 4
Date:	May 2022

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Knowledge of PI law – as applicable.</p> <p>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>Ability to prioritise, work quickly, accurately and to deadlines.</p> <p>Good verbal and written communication skills, including drafting skills.</p> <p>Strong file management skills.</p> <p>Competent in the use of Microsoft Outlook and Word.</p>	<p>Good advocacy skills.</p> <p>Understanding of costs skills.</p>
Experience	Experience of handling fast track EL/PL PI claims including experience of the litigation process.	Trial experience.

Specification	Essential	Desirable
	<p>Experience of meeting deadlines, working within a KPI framework, with a minimum of supervision.</p> <p>Experience of meeting deadlines with a minimum of supervision.</p> <p>Experience of using an electronic case management & time recording systems.</p> <p>Direct contact with clients.</p>	
Relevant education/ training	Law degree or common Professional examination/Graduate Diploma in law or experience of equivalent standing.	Admitted solicitor or legal executive.
Other requirements	<p>Ability to work in a team.</p> <p>An ability to work proactively.</p> <p>An ability to empathise with clients.</p> <p>Flexibility.</p>	<p>Empathy with trade unions and Labour movement.</p> <p>Understanding of the importance of developing and maintaining good client relationships.</p>