

Job description

Job Title: Clinical Negligence & Personal Injury (Locum) Solicitor

Reporting to: Partner and/or Head of Department

Qualifications:

qualified solicitor.

The role

- To undertake fee earning work
- To make a positive contribution to the work of the Department and to the firm

Key responsibilities

The fee earner is responsible to the Partners and Head of the Clinical Negligence & Personal Injury Department, and to the firm as a whole, for the effective and efficient conduct of cases on behalf of clients in accordance with the overall policies and objectives of the firm. The fee earner is also responsible for pro-active development and promotion of the firm's high standards and reputation.

All the firm's qualified fee earners are specialists and although they may have some opportunity to work outside their field of specialism, it is anticipated that the specialist area will account for the majority of their fee earning work.

For fee earning and case management purposes, the fee earner is responsible to the Partner and Head of the Clinical Negligence & Personal Injury Department. For other purposes, e.g. in relation to issues relating to equipment or accommodation the fee earner may be responsible to the Partner with the responsibility for that specific issue.

The post primarily involves (with the support and assistance where necessary and available of other staff including the partners) the following:

- dealing effectively with enquiries from referral agencies and direct from prospective new clients so as to assess the nature of the matter and whether it falls within the firm's area of practice, and in a case where the firm is unable to act, and identifying alternative sources of advice where appropriate;
- Accepting instructions from new clients and advising them on costs and funding and the firm's terms of business and confirming that advice in writing in accordance with practice requirements of the Solicitors Regulation Authority.
- obtaining a realistic sum of money on account of costs and disbursements or, subject to approval, entering into a standard private retainer or conditional fee agreement with the client, or obtaining public funding;
- notifying where appropriate the court, registry, tribunal, or other body and any other party and/or their solicitors of the firm's interest, and maintaining all necessary correspondence;
- Undertake all necessary preparation of the case or matter.
- Maintain a full and orderly file with comprehensive attendance notes of all meetings, attendances and telephone calls.
- Use fully and record all chargeable and non chargeable time on the firm's time recording system.
- At conclusion of any case, provide all relevant advice to the client and deal with the proper file closing arrangements and storage.

- Comply with the Solicitors Regulation Authority's standards of professional conduct and ethics and, in particular, with the strict requirement of confidentiality of client's affairs, at all times.
- Maintain such financial records and financial information as may be required by the Solicitors Regulation Authority or the firm, including providing calculations of work in progress from time to time;
- Adhere so far as possible to annual billing and performance targets (which would be calculated after consultation with the fee earner) and with performance measures.
- Become familiar with and observe the internal requirements of the firm for file opening and closure, accounting procedures, and maintenance of all necessary records and other administrative requirements.
- Work effectively and efficiently with the non-fee earning staff including the Department and firm's personal assistants and legal secretaries.
- Become familiar with and make the most effective use of the firm's equipment.
- Attend meetings within the Department or the firm to review case work or for the purposes of supervision.
- Attend training internally and externally as agreed with the Head of the Department and maintain a record of all training undertaken and CPD points.
- To complete and maintain as necessary any professional documentation or records (such as a Practising Certificate) as the Solicitors Regulation Authority or any other professional body may require.
- In privately funded cases obtain payments on account of costs at all relevant stages and keep client advised of costs throughout the course of the case. Delivery of regular bills to the client.
- Practice development responsibilities for the department and your own practise, including contributing to the department's overall practice development strategy and its implementation during the year.
- Taking all necessary steps to obtain public funding (and/or Legal Help cover) for the client; or subject to approval, enter into a conditional fee agreement with the client;
- At all times, having strict regard to any constraint or requirement of the Public Funding scheme;
- Liaison within the firm with other fee earners engaged in similar and / or related cases matters or clients with a view both to maximising efficiency and avoiding conflicts of interest;

Person specification

You must have a good understanding of the law and practice relating to all areas of Professional Negligence as well as an understanding of the obligations, including ethical obligations of working as a solicitor.

The key competencies are set out below:

Commercial Awareness

- Identifies business opportunities and new ways of delivering services for the firm and shares those with colleagues.
- Identifies, assesses and manages case and financial risk in accordance with the firms' policies.
- Manages billing/costs administration - money on account, unpaid bills, minimizing WIP, cash collection in a timely manner etc.

Client Care

- Establishes and maintains strong relationships with clients and organizations.
- Is reliable in delivery of services to clients.
- Understands the need for client confidentiality and is conscious of it at all times, both inside and outside of the office.

Personal Effectiveness

- Upholds the Values and Code of Conduct of the firm.
- Uses technical skills and expertise to perform role to the highest standards.
- Manages workload effectively with good time management, is organised and understands that others will be affected by poor management.

Communication

- Uses a balanced, fair, thoughtful and consistent communication style.
- Is able to identify and articulate key messages clearly and succinctly (verbally and in writing).
- Has a professional and confident style with clients and colleagues.

Management & Leadership

- Exercises good, informed judgement with decisions that are understood and communicated effectively.
- Delegates with trust, clearly understood, agreed responsibilities and deadlines and clear reporting lines.
- Is self disciplined, organized and effective and does not impact negatively on others.

Self Development

- Agrees objectives that are specific, measureable, achievable, realistic/relevant and time bound.
- Recognizes and values achievements of others.
- Is self aware and seeks support for own development.

Experience and education

- 4-8 years' PQE with an excellent academic background.

SKILLS & Abilities - Must Have:

- Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook
- Knowledge and use of time recording systems.
- An interest in public and private law children work.
- Preferably experience of representing clients in all aspects of Clinical Negligence & Personal Injury law to include divorce, financial applications, domestic violence, cohabitee disputes and children cases.
- The ability to demonstrate engagement in the wider issues of Clinical Negligence & Personal Injury law.
- Excellent oral and written communication skills.

Please refer to the Solicitors 'Competency Framework' for full details.