



Job Description: Solicitor

Reporting to: Head of Team

Department: Clinical Negligence

Location: Chelmsford

Responsible for: No direct reports

Special Requirements: This post is office based but will involve out of office activity and travel from time to time.

Access to a vehicle may provide additional flexibility within the role. Flexibility of working hours will be required to meet client needs.

Main Purpose of the Role

Provide a quality, tailored and supportive legal service to a range of clients.

Assist current clients with their specific needs in Clinical Negligence claims with a value of up to £50,000.

Assist Senior Lawyers with their caseload.

Main Responsibilities

Generic

Responsible for managing a mixed caseload of client matters subject to appropriate supervision.

Providing clients with high quality, proactive legal advice, which meets client needs.

Providing assistance to other members within the team (including assisting with larger cases).

Managing own time effectively to facilitate cash flow and credit-management systems, such as time recording, lock-up, cash flow, profitability and billing.

Achieving the firm's time recording and fee targets and assisting and enabling others in the team to do so.

Delivering legal services in a manner which is cost-efficient for both the client and the firm. Using technology to enhance performance.

Enhancing the firm's reputation and position within the community by developing a professional reputation, participating in professional and community activities to support the firm.

Contributing to the firm's general marketing initiatives by participating in firm's marketing events including networking, seminars and writing marketing material.

Clinical Negligence Services

Specifically in the area of private client services, advice and support might include:

- Taking initial instructions
- Screening new enquiries
- Planning the case, gathering evidence and making the claim
- Sorting and reviewing medical records
- Drafting chronologies.
- Instructing counsel and experts
- Participation in department meetings.
- Risk assessment of new and ongoing cases.
- Advising clients on funding issues.
- Investigating and pursuing clinical negligence claims and advising generally on related issues including complaints about medical treatment, inquests and applications for medical records.
- Running own caseload under supervision including protocol and post issue stages up to exchange of expert reports.
- Being sympathetic to the particular needs of disabled and elderly clients.
- Advising the client and managing their expectations
- Managing post settlement and file closure procedures
- Supporting the senior members of the team in their caseloads including running their cases during periods of absence and carrying out functions on their cases.

Keeping up to date with developments in Clinical Negligence law.

Undertaking any other reasonable duties from time to time allocated to the role.

Person Specification	Essential/ Desirable	Definition
Relevant or equivalent legal role	Essential	<ul style="list-style-type: none"> • Is passionate and enthusiastic about their area of specialism • Delivers high quality legal services on own initiative. • Proven track record in delivering Clinical Negligence work and a wide range of experience. • Holds a Law degree, has completed the LPC and a 2 year training contract <i>or</i> holds a qualifying degree, has completed the GDL 1 year conversion course, the LPC and a 2 year training contract.
Customer service and community focus	Essential	<ul style="list-style-type: none"> • Demonstrates passion for and delivers a high level of client service including responsiveness and accessibility. Innovative, positive and client-focused attitude • Appreciates their role within the local community and makes a positive contribution to the Firm's Corporate and Social responsibility • Clear ability to build personal relationships with clients to become the trusted adviser
Standards	Essential	<ul style="list-style-type: none"> • Sets and strives for high standards throughout their work • Demonstrates integrity, shares knowledge, supports and promotes colleagues • Maintains continued professional development
Planning and Organising	Essential	<ul style="list-style-type: none"> • Manages own time effectively, is organised and prioritises work efficiently • Adheres to the firm's procedures for file management and reporting. Monitors and maintains quality and productivity of work • Works effectively and efficiently without supervision • Works independently, as a member of a designated team and as part of the firm

Person Specification	Essential/ Desirable	Definition
Equality and Diversity	Essential	<ul style="list-style-type: none"> • Is aware of client needs. Respects others cultural viewpoints and perspectives, is constructive and understanding. Demonstrates empathy and is respectful • Demonstrates an awareness of pertinent cultural issues both within the firm and the wider environment
Working with others	Essential	<ul style="list-style-type: none"> • Establishes positive professional and effective relationships. Delegates appropriately and effectively • Experience of negotiating, facilitating and influencing others to achieve desired outcomes • Acting calmly in a crisis, tactful, determined, quick-thinking, but methodical and consistent
Commercial awareness	Essential	<ul style="list-style-type: none"> • Can demonstrate strong commercial awareness and acumen • Attains challenging financial targets
Technology	Essential	<ul style="list-style-type: none"> • Computer and web literate and other new media, strong ICT skills • Uses technology and other resources available to achieve objectives
Presenting and communicating information	Essential	<ul style="list-style-type: none"> • Communicates effectively and appropriately • Strong oral, written and presentation skills
Innovation	Essential	<ul style="list-style-type: none"> • Uses initiative to seek out suitable technical solutions • Handles problems in an innovative way
Research	Essential	<ul style="list-style-type: none"> • Demonstrates excellent research skills and an attention to detail
Business Development and Marketing	Desirable/ Essential	<ul style="list-style-type: none"> • Is able to undertake (or relishes) marketing opportunities including networking, writing articles, and giving presentations