

JOB DESCRIPTION

Job Title:	Litigation Executive
Reporting to:	Team Manager
Supervisory Responsibility:	None

Job Purpose:

To litigate a full caseload of union FT ex-portal accident cases (RTA, EL and PL), working under limited supervision. These cases are complex in nature due to factors such as: multiple defendants; claimant capacity; technical defences; significant financial loss; defendant issues (such as TUPE, insolvency); cases with non-medical experts or more than one medical expert. This list is not exhaustive, but is given by way of examples.

Areas of Responsibility:

- The job holder will be expected to conduct and manage all aspects of their caseload, including taking appropriate daily decisions involving considerable exercise of judgment, subject to supervision.
- To identify cases which need to be transferred to the Branch network for reasons of value, specialist case type or profile.

The level of supervision required will be in accordance with the firm's standard system with little further assistance being required. Effective time recording and working to a KPI framework to ensure profitable working, is a key part of the role.

The post holder will have experience usually gained over at least three years of case handling, including litigated EL & PL cases. 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 (although may involve some case supervision from time to time), however the post holder will play an important role in helping to achieve the team's and branch's objectives, whilst fostering team spirit.

PERSON SPECIFICATION

Office and Team:	Stoke
Job Title and Grade:	Litigation Executive - Grade 5
Date:	September 2021

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Good knowledge of PI law – as applicable.</p> <p>Knowledge of statutory duties relevant to PI.</p> <p>Knowledge of common law relevant to PI.</p> <p>Good 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>Good numerical skills and an ability to calculate special damages and costings including success fees.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Ability to prioritise with good verbal and written</p>	

Specification	Essential	Desirable
	<p>communication skills, including drafting and advocacy skills.</p> <p>Strong file management skills and competent in the use of Microsoft Outlook and Word.</p> <p>Experience of using a case management & time recording systems.</p>	
Experience	<p>At least 3 years' experience of case handling EL/PL personal injury claims including a similar length of experience of litigating such claims.</p> <p>Experience of meeting deadlines with a minimum of supervision.</p> <p>Direct contact with clients, face to face and over the phone.</p> <p>Experience of litigating a full case holding effectively.</p>	<p>Trial experience.</p> <p>Experience of working with Trade Unions</p>
Relevant education/ training	Admitted solicitor or legal executive or equivalent experience.	
Other requirements	<p>Ability to work in a team.</p> <p>Ability to empathise with clients.</p> <p>Ability to provide informal guidance to junior staff as required.</p>	Empathy with trade unions and Labour movement.

Specification	Essential	Desirable
	Understanding of the importance of developing and maintaining good client relations.	