**Job Description**

**Job title:** Associate Solicitor

**Department:** Personal Injury

**Location:** Leeds

**Reporting to:** Senior Associate

**Hours:** 9:30am – 5:30pm, Monday to Friday. Flexible hours on request.

**Contract:** Permanent, full time (0-4 years PQE). Part time requests will be considered.

**Overall purpose of the role**

* To assist the Senior Associate on high value personal injury cases and run own caseload of serious injury cases, the majority being RTCs involving cyclists, pedestrians, motorcyclists and motorists.
* To carry out business development relevant to the role.
* To assist the firm in achieving its stated professional and commercial objectives.

**Main duties and responsibilities**

**File Management**

* To manage personal injury cases from start to finish;
* To obtain accurate information and instructions from clients, analyse the legal and practical aspects of their claims and obtain the necessary documents/evidence to provide advice on funding/liability/quantum/costs.
* To instruct medico-legal experts to advise on liability, causation and quantum.
* To analyse and advise on strategy, tactics, and how best to achieve the most successful outcome for each client according to the particular circumstances of their case.
* To endeavour to achieve optimum settlements for clients, whether that be pre-litigation, or by conducting litigation through to trial or earlier settlement and to deal with post trial/settlement considerations including costs.
* To enable clients and/or their litigation friends to make informed decisions based on advice.
* To ensure the timely and effective deployment of others involved in the matter e.g. expert witnesses, enquiry agents, counsel, cost draftsmen.
* To comply with the Civil Procedures Rules.

**Client Relations**

* To deal with clients in a sensitive, professional and compassionate way.
* To identify clients’ objectives and to seek to further them in a manner consistent with all professional and ethical obligations.

**Business development**

* Take part in business development activities relevant to the role and department.

**Professional Standard**

* To work and behave in a professional manner and within the highest ethical and other standards of the profession.
* Comply with procedures set out in the office manual, professional standards and any requirement set by the Solicitors Regulation Authority or similar interested bodies e.g. Legal Expense Insurers.
* To ensure monetary transactions are dealt with efficiently and in accordance with professional rules.
* To maintain the strictest standards of client confidentiality at all times.

**Other Responsibilities**

* To anticipate as well as to respond to clients’ needs and demands.
* Sharing of information with colleagues.
* To participate in the growth and development of the department/firm.

**Management of Resources**

* To assist the firm in maximising income and profitability by effective time recording, billing and staff planning.

**Training**

* To keep up to date with developments in law and practice.
* Individuals who need CPD hours must keep their records up to date and comply with the relevant CPD requirements.

**Information Technology**

* Wherever possible, to utilise I.T. to provide a quality, cost effective and efficient service to clients.
* To maintain the strictest concern for and awareness of the need for data protection at all times.

Any other tasks as might from time to time be required.

**Performance Measured By**

* Conducting matters on behalf of clients to their satisfaction.
* Careful file management and the keeping of detailed contemporaneous attendance notes of all work done on behalf of our clients.
* Compliance with time recording requirements and reaching financial targets.
* Efficiency in dealing with work and accuracy of work produced.
* Ability to work with initiative; maintaining a flexible and responsible approach.
* Knowledge and use of court rules and procedures.
* Personal development and contribution to the overall objectives of the firm.
* Good attendance, presentation and timekeeping.

**Person Specification**

* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* Experience in Serious Personal Injury.
* Qualified lawyer with solid demonstrable experience in Personal Injury. It would ideally suit lawyers with 0-4 years of relevant post qualification experience.
* Demonstrable knowledge in conduct of cases from initial advice through to trial.
* Relevant experience in analysing complex factual and legal situations and advising clients in accordance with their aims.
* Substantial experience in dealing sensitively with clients and experts, providing solutions and managing difficult situations and conversations.
* Ability to analyse complex factual and legal situations and advise as to the critical path that should be followed.
* A keenness to engage in business development.
* Solid experience in using a variety of IT packages (MS Word, Excel, Case Management Systems and Outlook).
* Excellent communication skills, demonstrated by ability to communicate accurately, clearly and concisely, both verbally and in writing.
* Excellent time management skills demonstrated by ability to organise and prioritise a complex workload and work to tight deadlines.
* Experience in working and contributing in a team environment.