**Job Description**

**Job title:** Associate Solicitor

**Department:** Human Rights

**Location:** Liverpool – with hybrid working

**Reporting to:** Partner, Human Rights

**Hours:** 9:30am – 5:30pm, Monday to Friday.

**Contract:** Permanent, full time (3-6 years PQE)

**Overall job purpose:**

* To conduct cases on behalf of Human Rights clients to the highest standards.
* To assist the firm in achieving its stated professional and commercial objectives.
* To assist with business development in relation to inquests and inquiry work.
* To assist with business development and build the Claims Against Public Authorities (CAPA)caseload.

**Key duties and responsibilities:**

**File/Case Management**

* To obtain accurate information and instructions from our clients, analyse the legal and practical aspects of their claims and obtain the necessary documents/evidence to provide preliminary advice on liability/quantum/costs & funding.
* To ensure that insurance cover is in place and that all conditions of the insurance are complied with.
* To interview clients and witnesses, advise on settlement agreements, draft statements, prepare lists of documents, draft schedules of loss, prepare tribunal bundles.
* To deal with interlocutory matters, appear at interlocutory hearings and possibly short substantive hearings when sufficiently experienced.
* To brief counsel, attend conferences and Court with counsel.
* 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, where appropriate, to achieve settlement pre-litigation; otherwise to conduct litigation through to trial or earlier settlement and to deal with post trial/settlement considerations such as costs and enforcement proceedings, and to consider whether any decision should be appealed.
* To enable clients and/or their litigation friends, where a client lacks capacity, to make informed decisions based on advice on legal and other appropriate considerations e.g. costs, funding and risks of litigation.
* To ensure the timely and effective deployment of others involved in the matter e.g. expert witnesses, enquiry agents, counsel, cost draftsmen.
* To monitor all aspects of the case on behalf of the client and advise on whether subsequent developments affect views previously expressed.
* To follow the tribunal timetable and adhere to time limits, to make necessary applications where required to protect the client’s position.
* To comply with the Civil Procedures Rules and Employment Tribunal Rules & Procedures.

**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.

**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.

**Marketing: Social and Technical**

* To present seminars, write articles, join and participate in professional and other relevant organisations.

**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.
* Efficiency in dealing with work and accuracy of work produced.
* Increase in caseload brought about by the business development activities undertaken.
* Ability to work with initiative; maintaining a flexible and responsible approach.
* 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.
* Knowledge and use of court rules and procedures.
* Personal development and contribution to the overall objectives of the firm.
* Good attendance and timekeeping.

**Person Specification**

* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* Qualified lawyer with 2-6 years relevant PQE in civil litigation is essential.
* Demonstrable experience in business development, marketing and networking to bring in work.
* Demonstrable working knowledge of civil procedure from initial instructions to trial.
* Demonstrable ability to ensure team systems are functioning effectively
* Demonstrable experience of managing a large number of cases with limitation/service and court deadlines.
* Substantial experience in conduct of cases from initial advice through to trial.
* Substantial experience in analysing complex factual and legal situations and advising clients in accordance with their aims.
* Substantial experience of day to day running of a large and varied caseload
* Substantial experience in dealing sensitively with vulnerable client groups, providing solutions and managing difficult situations and conversations.
* Solid awareness of the general legal and ethical principles and able to apply those to different situations.
* 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.
* Substantial experience in working and contributing in a team environment.

**Desirable**

* Demonstrable experience in calculating losses in Schedule of Loss (often large and complex)
* Demonstrable experience in Claims Against Public Authorities
* Demonstrable experience in mental health cases
* Demonstrable experience in domestic abuse cases
* Demonstrable experience in legal aid
* Demonstrable experience in Costing own files
* Demonstrable working knowledge of application of private law in human rights, negligence, judicial review and inquests.