**Job Description**

**Job title:** Associate Solicitor

**Department:** International/UKGL

**Location:** Leeds – with hybrid working

**Reporting to:** Senior associate solicitor

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

**Contract:** Permanent, full time

**Overall Purpose of the Role**

* The new Associate Solicitor will work with a Senior Associate Solicitor in our International & Group Litigation Department.
* The successful candidate will primarily help to manage the team’s Volvo Diesel Emissions Claims. This will involve joining Leigh Day’s vibrant new Leeds Office, where the successful candidate will help to supervise a team of paralegals preparing claims for addition to the Volvo Group Register (which closes in February 2025).
* Once the successful candidate is up to speed on the Volvo Diesel Emissions Claims, and subject to capacity, they will have an opportunity to work on the team’s wider international caseload and help to investigate and develop new claims.
* Key attributes necessary to be successful in the role include a commitment to access to justice; ability to foster teamwork to create a culture that values collaboration; ability to analyse evidence and identify patterns; meticulous organisation skills; strong written and verbal communication skills; problem solving and a commitment to the highest standards of client care;.

**Main Duties and Responsibilities:**

**Case Management**

* Assist the team in all aspects of litigation including preparation of correspondence/ documents, dealing with funding issues, preparing for court hearings / trial / settlement, instruction of experts, disclosure review, quantification of claims, costs assessment/ negotiations.
* To effectively manage group claims and ensure that accurate information and instructions are obtained from clients, that accurate records are maintained and that all files are kept up to date.
* To heed the procedural timetable and time limits, to make necessary applications where required to protect the client’s position.
* To effectively manage, delegate to and supervise the work of junior team members.
* To effectively review and draft technical documents.
* 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 ensure the timely and effective deployment of others involved in the matter e.g., expert witnesses, enquiry agents, counsel, cost drafts people.
* To assist with disclosure review.
* To ensure that all work is conducted in compliance with SRA rules and the Civil Procedure Rules.

**Client Relations**

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

**Business Development and Marketing**

* To help research and develop new claims and areas of practice for the department.
* To help promote the work of the department. To include presentation of seminars, writing articles, joining, and participating in professional and other relevant organisations.

## Travel

* The role may require some overseas travel as and when necessary in order to perform the various roles identified above.
* Assisting with organisation of overseas trips and with logistics relating to trips

**Compliance and Risk Management**

* To always maintain the strictest concern for and awareness of the need for GDPR and data protection and in accordance with the Firm’s internal policies.
* To adhere to and manage all court deadlines and time limits where applicable.
* To ensure regulatory compliance in all aspects of the case and that effective and regular risk management is carried out as part of case management.
* To immediately report any compliance or risk management concerns to the relevant persons without delay.

**Professional Standards**

* 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 Legal Services Commission or similar interested bodies e.g., Legal Expense Insurers.
* To ensure monetary transactions are dealt with efficiently and in accordance with professional rules.
* To always maintain the strictest standards of client confidentiality.
* To assist the firm in maximising income and profitability by effective time recording, billing and staff planning.

**Learning**

* To keep up to date with developments in law and practice.
* To keep up to date with the UK, EU and Global litigation landscape concerning product safety and consumer law.
* To ensure learning and development plans are completed and that records are up to date and compliant with relevant SRA requirements.
* Any other tasks as might be required from time to time.

**Person Specification**

* A genuine interest in working with a leading claimant law firm and passion about providing access to justice to all.
* An interest in Corporate Accountability.
* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* Excellent academics and/or demonstratable evidence of academic ability through work history.
* Qualified Solicitor (registered to practice in England & Wales) with between **0 to 3 years** of relevant post qualification experience.
* Proven ability to work in and contribute positively to a collaborative team environment.
* Ability to learn new areas of law quickly and develop new areas or work for the firm.
* 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.
* Experience in working on complex matters, which require analysis of large amounts of information.
* Ability to manage own workload in a busy environment to a consistently high standard and timely manner.
* Excellent time management skills demonstrated by ability to organise and prioritise a complex workload and work to tight deadlines.
* Ability to work well under pressure.
* Proven experience in supervising junior team members.
* Proven ability to communicate accurately, clearly, sensitively and concisely, both verbally and in writing with a wide range of clients and various stakeholders.
* Solid experience in using a variety of IT packages (MS Word, Excel, Case Management Systems and Outlook).

**Desirable**

* Experience in or knowledge of any of these areas will be an added advantage: human rights, environmental law, corporate accountability, group claims/class actions, automotive engineering and consumer law.