**Job Description**

**Job title:** Senior Associate Solicitor

**Department:** International & Group Litigation

**Location:** London – with hybrid working (three days in the office)

**Reporting to:** Senior Associate Solicitor

**Hours:** 9:30am – 5:30pm, Monday to Friday (although flexibility may be required to meet the demands of the role)

**Contract:** Permanent, full time

**About the team**

The Leigh Day International & Group Litigation team specialises in managing large-scale, complex group litigation cases, often representing thousands of clients. The team also represents people in human rights and environmental claims brought in the English courts against large multinational companies.

**Overall purpose of the role**

The role will provide senior level support on complex group litigation, as well as play a key role in supervising associates, paralegals and other support staff. The position will also entail working on groundbreaking environmental litigation against Shell plc on behalf of oil polluted communities in Nigeria. The case will be proceeding to trial in 2026 and the work will entail extensive travel, work with experts and reviewing significant volumes of disclosure.

New cases are also frequently developed through research and investigation undertaken within the team. In this role, you will collaborate closely with Partners and Associates to manage high-profile cases and spearhead the development of new initiatives.

Key attributes for success in this role include experience with complex litigation (particularly involving large groups and/or human rights/environmental issues), strong organisational, supervisory and teamwork skills, the ability to conduct in-depth research, the ability to draft independently and effectively, and strong analytical capabilities to evaluate evidence and identify patterns. You will also be expected to demonstrate a strong commitment to promoting access to justice and foster a collaborative team culture that values cooperation and shared success.

**Main duties and responsibilities:**

**Case management**

* To effectively review and draft technical documents. You will be expected to draft correspondence, witness statements and other documents.
* To oversee the preparation and review of disclosure. To help analyse and advise on the best strategy for disclosure, including engaging with Defendants on this issue.
* To liaise with and instruct experts and oversee the preparation of expert evidence on large, complex group claims.
* To ensure that accurate information and instructions are obtained from clients (who may be based overseas) and accurate records are maintained. To analyse the legal and practical aspects of their claims.
* To conduct (and at times lead) meetings with Counsel, clients and experts.
* 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 effectively manage, delegate to and supervise the work of junior team members.
* 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 heed the procedural timetable and time limits, to make necessary applications where required to protect the client’s position.
* To have familiarity with and comply with the Civil Procedures Rules.

## Travel

* The role may require significant overseas travel as and when necessary in order to perform the various roles identified above.
* Organisation of overseas trips, including logistics and administration relating to trips.
* Assisting with organising taking instructions from clients overseas and obtaining other evidence overseas.
* Supervision and management of a large team whilst overseas.

**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 areas of practice for the department, particularly other potential group actions.
* To include presentation of seminars, writing articles, joining, and participating in professional and other relevant organisations.

**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**

* Ability to demonstrate a commitment to equality, access to justice and affordable legal advice of the highest quality.
* An interest in group actions, consumer law, environmental law, human rights and corporate accountability.
* Excellent academics.
* Qualified lawyer with 5+ years’ (or equivalent) relevant post qualification experience.
* Ability to learn new areas of law quickly and develop new areas or work for the firm.
* Some relevant experience in creating new business opportunities.
* 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 dealing sensitively with clients and experts.
* Experience in working on complex matters, which require analysis of large amounts of data.
* Proven experience in supervising junior team members.
* Experience in dealing sensitively with clients and experts, providing solutions and managing difficult situations and conversations.
* 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 to a team environment.
* Ability to work well under pressure.
* Ability to work with sensitivity in countries with systems and culture that are significantly different to the UK.
* Willingness to travel for significant periods, including internationally.

**Desirable**

* Experience in or knowledge of group claims or class actions, consumer law, environmental law, human rights.
* Language skills.