

Job Description

Title	Personal Injury Litigation Legal Advisor
Purpose of Job	The primary responsibility of this post is to manage client files. To generate fees by managing files effectively. To ensure that all duties and responsibilities out lined in Job Description & Person Specification are achieved
Responsible to	Team leader
Supervisory Responsibilities	None
Accountabilities	<ul style="list-style-type: none"> • Client Files • To ensure that Targets are Achieved • Reporting issues to team leader • Ensure that Service Level Agreements are achieved • Adhering to Professional Standards and regulations
Main Duties	
Client Files:	<ul style="list-style-type: none"> • Effective use of case management system and filing system to monitor and progress client files. • Taking accurate instructions from clients • Attending client meetings • Explaining complex matters to the client including details of court procedure and managing client expectations of process of their claim. • Answering general client queries regarding their case in accordance with Service Level Agreement • Attending locus inspections • Providing clients with legal advice as and when needed • Provide advice to clients post hearing on implications of court outcome to include prospects of appeal • Liaising with the third party representatives and insurers • Arranging appointments with appropriate medical experts • Negotiate settlement of clients losses and compensation with third party representatives • Managing all correspondence, documentation and evidence

<p>Targets are Achieved</p>	<p>associated with the file.</p> <ul style="list-style-type: none"> • Advising clients on and making appropriate applications for funding including, Legal Aid, Legal Expenses and our After the Event Insurance Cover. • Issuing proceedings in the relevant court • Attend related court hearings/ inquests etc • Represent client in any relevant criminal proceedings and PACE interviews (qualified staff) • Preparation of court documents and evidence for hearing • Attending all consultations and court dates with client • Advocacy in Magistrates Court, County Court and High Court Callover (For Qualified Staff) • Instruction and briefing of Junior Counsel as required. • Guide any witnesses in attendance on behalf of your client through court procedure and during attendance at various venues. <ul style="list-style-type: none"> • Bill Of Costs preparation • Achieving monthly/annual standards in relation to Billing, File opening and closures, settlement figures and case duration. • Reviewing all files quarterly in accordance with procedures
<p>Reporting issues to Team Leader</p>	<ul style="list-style-type: none"> • Actively partaking in meetings as and when scheduled. • Attending all required training. • Participation in annual appraisals to assess your overall performance, duties and training requirements and development. • Reporting significant issues on files, positive & negative to team leader including any complaints or potential complaints on files. • Reporting every case outcome within one day of conclusion with team leader • Assisting and standing in for team leaders on occasion as required.
<p>S.L.A.'s are achieved</p>	<ul style="list-style-type: none"> • Adhering to Service Level Agreement's with any external business sources to the firm.
<p>Professional Requirements (Qualified Solicitors):</p>	<ul style="list-style-type: none"> • Keeping apprised of any developments, incoming case reports and changes in the law, • Adhering to Law Society requirements on Continuing Professional Development training • Ensuring that you maintain standards as required to practice as a solicitor both personally and in your working environment • Attending networking events with various professional bodies.
<p>Other:</p>	<ul style="list-style-type: none"> • Effectively managing time to comply with duties and responsibilities • Developing business by promotion of the firm and it's services

Working Conditions – Hours	8.45 – 5.15 Monday – Friday
Salary & Benefits	TBC Bonus structure Company Pension 20 days holidays - Additional 5 Days after 5 Years of Service
Prospects	Growth within Role

Person Specification

Heading	Essential	Desirable
Knowledge, Training & Qualifications	<ul style="list-style-type: none"> • 5 years experience as a Legal Executive OR Professional Qualification • Law Degree • Demonstrable Experience in all Microsoft Packages 	<ul style="list-style-type: none"> • Knowledge of Proclaim Management System • Demonstrable experience of Case management system • Credit Hire Experience • Professional Qualification
Skills & Experience	<ul style="list-style-type: none"> • Communication Skills – in English Conversation • Interpersonal Skills • Time Management Skills • Working to deadlines in pressurised environments • Customer Service Skills • Negotiation Skills 	<ul style="list-style-type: none"> • Northern Irish Advocacy Experience particularly in respect of interlocutory matters. Along with experience of directing counsel in these matters. • Managing large volumes of case files
Motivation & Relevant Interests	<ul style="list-style-type: none"> • Evidence of professional and personal achievements to date • Motivated by doing a good job • By achieving excellent service & the best possible outcome in clients cases • Demonstrable commitment to JMK goals, objectives and vision • Ability to identify issues and suggest training requirements for the benefit of the team. 	<ul style="list-style-type: none"> • Exceeding Expectations
Behaviour & Attitude	<ul style="list-style-type: none"> • Taking Accountability • Team Player • Friendly Manner • Professional • Flexible Approach to Work/ Tasks • Positive approach to work • Problem solving approach to work at to clients files 	<ul style="list-style-type: none"> • Demonstrate Experience & Achieving Targets
Transport & Availability	<ul style="list-style-type: none"> • Driving Licence • Personal Car with Insurance for Business use • Ability to travel to & from court & client meetings as requested. 	
Other Requirements	<ul style="list-style-type: none"> • Professional Appearance 	