

Minster Law Job Profile

Job Title: Assistant Solicitor/Legal Executive - Serious Injury

Level: Colleague

Responsible to: Associate

Job Summary

To assist with a portfolio of claimant serious injury claims for Minster Law clients, to generate fee income and contribute to the general success of the department.

In conjunction with supporting a lead fee-earner you will also manage your own small caseload within Serious Injury.

The caseload is predominantly RTA based and involves cases with complex technical issues and quantum, this will include cases valued in excess of £150,000.

Core Responsibilities

- Ensure a full working knowledge of all cases being handled by the lead fee earner, including the key areas of dispute and any actions planned to resolve them.
 - Deal with elements of the case and ensure they are progressed as swiftly as possible, having agreed the action plan for the case with the lead Fee Earner.
 - Undertake chargeable work on cases under the direction of the fee- earner.
 - Regular communication and face to face meetings with the clients.
 - Instructions and meetings with a multi-disciplinary team of experts for example, medical experts, case managers, care experts, architects, forensic accountants, counsel.
 - Analysis of evidence and research of legal issues on liability, causation and quantum.
 - Drafting documents including statements, pleadings, and schedules of loss.
 - Securing early interim payments, appropriate rehabilitation and optimising the client's settlement.
 - Provide a key point of contact for telephone calls from client or all other interested parties.
 - Maintain and update the case management system.
 - Develop and maintain a good working knowledge of issues which commonly arise in catastrophic claims to be able to discuss with client or other interested parties in an informed manner.
 - Liaise with Finance regarding the payment of disbursements, outstanding accounts etc.
 - Provide a liaison point for experts, counsel, and clients.
 - Produce core documents for client meetings, conferences, settlement meetings etc.
 - Raising awareness of the department and developing your professional profile. We have close links with APIL, Headway, and SIA, you will be involved in supporting these organisations with networking and business development. For example, reporting cases, preparing articles and testimonials.
 - Mentoring and developing junior members of the team as appropriate.
 - Perform to a high level in a target orientated environment.
 - To undertake any other tasks as deemed relevant and reasonable by the business.
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Key Performance Indicators

Your KPIs and Objectives will be discussed and agreed with you on a one-to-one basis. You will have regular one-to-one meetings with your line manager to review your performance against these objectives and identify any areas for development and/or required support.

Person Specification

Essential

- Qualified solicitor or Fellow of CILEx. Consideration will also be given to applicants who can demonstrate sufficient experience and for whom a Grade C charge out rate can be justified.
- Proven track record of assisting with or managing serious injury claims, with the ability to liaise with multi-disciplined experts.
- Commitment to delivering excellent client care for each of our clients.
- Excellent communication skills to include negotiation and objection handling.
- Accountable for achieving objectives in a fast-paced environment whilst maintaining high standards of work quality and client care.
- Competent working with a case management system and good knowledge of Excel and Word.
- Good attention to detail and strong organisational and time management skills.

Desirable

- Maintains a positive attitude, self-motivated and uses own initiative.
 - Team player who acts as a role model to your colleagues, mentoring more junior staff where appropriate.
 - Desire to develop your professional profile and that of your firm within the personal injury field, and establish links with associated bodies for example Headway, SIA and APIL.
 - Robust - able to deal with changing circumstances and challenging situations whilst still achieving objectives.
 - Takes opportunities to develop and stretch yourself, and be passionate about developing your career in personal injury.
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Personal Development

There is the opportunity for high performing individuals to move into different departments across the business, to expand their knowledge, experience and develop a career within Minster Law.

Travel

Our clients are based throughout England and Wales and there will be a need for travel, for example to undertake meetings with clients and conferences with the multi-disciplinary teams of experts and counsel.

Version Control

Template 3.0
Author: H Richardson/A Cross
Date: Sep 2023

