

Kingsley Napley

Job Description

Title:	In-house Nursing or Midwifery Paralegal/Legal Assistant
Hours:	9.30 am to 5.30 pm
Working week:	Monday – Friday, 35 hours per week.
Responsible to:	Practice Area Leader
Department:	Clinical Negligence
Purpose of job:	To provide full support to the Clinical Negligence Department.
Specific duties:	<p>To support the Practice Area in providing a good service to the Firm's clients on Clinical Negligence matters to include:</p> <ul style="list-style-type: none">• Acting as first point of contact for new client enquiries.• Obtaining medical records.• Sorting, analysing and paginating medical records.• Scheduling radiology and cross-referencing to medical records.• Preparing medical chronologies.• Assisting fee earners with the medical side of the investigation during the pre-action stage of the claim.• Assisting fee earners with LSC applications.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.

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Person Specification

**Job Title: In-house Nursing or Midwifery Paralegal/Legal Assistant,
Clinical Negligence Department**

Essential

- **Education/
Qualification**
 - Basic literacy and numeracy to GCSE standard or equivalent
 - Qualified nursing and/or midwifery background

- **Experience:**
 - A medical background with strong practical experience
 - Experience of sorting, paginating and interpreting medical records either in-house or within a law firm
 - Experience of working within a very busy environment where deadlines are clearly defined
 - Understanding of the importance and format of medical records and medical concepts
 - Experience of assisting Solicitors with the medical side of investigations.

- **Skills:**
 - IT literate in MS Office
 - Excellent interpersonal and telephone skills to deal with both clients and colleagues
 - Good organisational skills

- **Attributes:**
 - Proactive approach to managing flow of work
 - Flexibility to adapt to changing work priorities through the day
 - Self-starter
 - Team player
 - Tactful, diplomatic and confident
 - Ability to handle sensitive information
 - Communicates effectively at all levels, both verbally and written
 - Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, 'standard disclosure' will be sought. This will reveal convictions (including 'spent' convictions), cautions, reprimands and final warnings. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.