

KINGSLEY NAPLEY

Job Description

Title:	Senior Associate (4 – 8 PQE)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered (although minimum 4 days per week)
Working week:	Monday to Friday
Responsible to:	Practice Area Leader - James Bell
Department:	Clinical Negligence & Personal Injury
Purpose of job:	Our team is ranked in the Chambers and Legal 500 directories and includes lawyers who are accredited for clinical negligence work by the charity Action Against Medical Accidents (AvMA) and the Law Society. Our team has a long track record of recovering maximum compensation in cases spanning all fields of medicine.

We are looking for a Senior Associate to join our team. You will work closely with the Partners of this busy department in the provision of advice to the firm's clients.

Specific duties:

- Advising the firm's clients on complex and high value claimant clinical negligence claims (circa 80% of the workload) and personal injury claims (20%)
- To undertake case work on liability, causation and quantum issues, adhering to procedural and funding guidelines and limit
- Managing those more junior and delegating work as appropriate
- Attending meetings with clients and conferences with counsel
- Developing strong working relationships across the firm and with a wide variety of clients
- Researching points of law and other factual issues, through the use of legal databases, textbooks and other appropriate sources
- General case and document management
- Contributing to the department's and firm's marketing efforts
- Identifying and developing new potential sources of referral
- maintaining and developing links with existing referrers of work and raising your own, the department's and the firm's profile.

To become professionally responsible for all aspects of your job to include compliance with the Solicitors Regulation Authority Code of Conduct as well as the quality of your own legal work, administration and financial performance.

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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.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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Person Specification

Job Title: Senior Associate, Clinical Negligence & Personal Injury

	<u>Essential</u>
Education/ Qualification:	<ul style="list-style-type: none"> • We would expect the successful candidate to have at least 4 years of post-qualification experience or able to demonstrate the equivalent level of skills and desired competencies within a similar law practice • A demonstrable enthusiasm for Clinical Negligence & Personal Injury work with the ability to grasp the intellectual demands of the industry
Knowledge and Technical Ability:	<ul style="list-style-type: none"> • Experience within Clinical Negligence & Personal Injury work and managing a wide variety of complex matters • Demonstrates excellent management and delegation skills to those more junior – giving clear instruction and clear feedback • Knowledge of Legal Aid Agency public funding and franchise requirements • Knowledge and understanding of alternative forms of funding, including BTE/ATE, CFA and private retainers • Has a good grasp of legal concepts with excellent drafting skills; shows excellent attention to detail and a high level of accuracy • Knowledge of mental capacity issues, post mortems, coroners, inquests and the inquest procedure • Experience of preparing schedules of loss and knowledge of the costs recovery process including the detailed assessment procedure • Understanding of core liability, causation, consent, quantum and costs issues • Knowledge of legal procedure including issue and service of proceedings, directions timetables, ADR and trial • Experience in obtaining factual and expert evidence • An understanding of how to maximise claimable costs through time recording and attendance notes • Keeps up to date with developments in the law
Client Care and Business Development:	<ul style="list-style-type: none"> • Builds trust and rapport with clients • Ability to liaise with Counsel and experts appropriately and professionally • Strong organisational skills and prioritises work to ensure matters are progressed and deadlines are met • Takes a strong interest in marketing and business development activities • Actively works on BD & marketing plans and takes proactive steps to push forward objectives for themselves and the department • Commercial understanding relating to Clinical Negligence & Personal Injury; identifies opportunities for networking and raising own profile internally & externally
Firm Wide Skills:	<ul style="list-style-type: none"> • IT literate in MS Office, in particular Word and Excel • Demonstrates a strong interest and understanding around continuous improvement, innovation/ efficiencies for their team and working practices • Experience with time recording, costs estimating and billing • Knowledge of time recording software • Has a track record of meeting KPIs with effective time management working

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	<p>on an active caseload</p> <ul style="list-style-type: none">• Has an awareness of the importance of client confidentiality, information security and data protection
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Understanding and Commitment• Promotes a collegiate environment, good team morale and a spirit of co-operation• Fosters an inclusive, respectful and open team environment• Communicates effectively at all levels, both verbally and written• Has a positive, enthusiastic, conscientious and pro-active approach.

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