



JOB DESCRIPTION

Title:	Associate (0- 4 PQE)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Reports to:	James Bell
Department:	Clinical Negligence & Personal Injury
Purpose of job:	We are looking for an 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.

Key Responsibilities

- To work, as part of a team, advising the firm's clients on complex claimant clinical negligence and personal injury claims
- To undertake case work on liability, causation and quantum issues, adhering to procedural and funding guidelines and limit
- 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.

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, material changes will not be made without full consultation with the post-holder.

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.

PERSON SPECIFICATION

Job Title: Associate, Clinical Negligence & Personal Injury

	<u>Essential</u>
Education / Qualification	- We would expect the successful candidate to have between 0-4 years of post-qualification experience or able to demonstrate the equivalent level of skills and desired competencies within a similar law practice - GDL/LPC qualification - Excellent academic results including a 2.1 degree or above - A demonstrable enthusiasm for Clinical Negligence & Personal Injury work with the ability to grasp the intellectual demands of the industry.
Knowledge and Technical Ability:	- Experience within Clinical Negligence & some Personal Injury experience. Please note that 90% of the work of the team is Claimant Clinical negligence cases. - 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 - Knowledge of mental capacity issues, post mortems, coroners, inquests and the inquest procedure - Experience of preparing schedules of loss - 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 - Excellent attention to detail and a high level of accuracy
Client Care and Business Development:	- 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 - Is able to build trust with clients and identify opportunities for networking - Commercial understanding related to Clinical Negligence & Personal Injury and an awareness of business development and marketing.
Firm Wide Skills:	- IT literate in MS Office, in particular Word and Excel - 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 on an active caseload - Has an awareness of the importance of client confidentiality, information security and data protection
Attributes:	- 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 - 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.