**Job Description**

**Job Title: Senior Associate Solicitor**

**Reports to:**  Directors

Main purpose of the role is to manage your own existing caseload, assist with the running of the Civil Claims Department, supervising junior members of the team and bring in new work to the firm by cultivating referrals and contacts. You will be expected to work in one or more of the areas of law the firm practices which are the following.

* Civil claims for damages against Police Forces & other Public Authorities
* Inquests
* Breaches of the Human Rights Act
* Breaches of the DPA & breach of confidence
* Child abuse claims against Public Authorities

**Key tasks (not an exhaustive list):**

* Managing more junior members of staff – people management, leadership and team/skills development
* Contributing to the management and running of the firm
* Undertaking firm promotion and development activities
* Undertaking and maintaining fee earning work
* Achieving hourly and financial budget targets set and reviewed at each financial year start
* Attending key meetings
* Client relationship management
* Self-development and self-leadership
* Case Management, Technical contribution, precedents, regulatory compliance, knowledge management, etc

**Person Specification**

|  |  |
| --- | --- |
| **Requirement** | **Essential/Desirable** |
| Qualified solicitor or legal executive -  8 years+ PQE | **E** |
| Legal aid supervisor status in Complaints Against Public Authorities | **D** |
| A solid understanding of the key principles Complaints Against Public Authorities and relevant legal procedures | **E** |
| Knowledge and experience of Inquests | **E** |
| Demonstrable experience of conducting cases from initial advice to trial, including drafting pre-action protocol letters, instructions and witness statements etc. | **E** |
| Experience of undertaking publicly funded work and knowledge of legal aid procedures. | **E** |
| Experience of acting for clients from all backgrounds, and an ability to deal sensitively with and communicate effectively with vulnerable clients | **E** |
| A demonstrable commitment to access to justice and an interest in our practice areas | **E** |
| An interest in and ability to develop your own specialist practice area and to generate and build new referral networks | **D** |
| A willingness and commitment to engaging in work that promotes our firm externally and to participating in firm development activities | **D** |
| Excellent time management skills, demonstrated by an ability to organise and prioritise a complex workload and meet tight deadlines. | **E** |
| Demonstrable experience in using a range of IT packages (Word, Excel, Outlook and Case Management Systems) | **E** |
| Strong financial management skills and knowledge of billing processes | **E** |