

# STEWARTS

## Job description

Job title:	Associate (NQ - 2 yrs PQE)
Reporting to:	Partner and/or Head of Department
Department:	Personal Injury – Leeds
Purpose of role:	To assist on personal injury claims on behalf of clients who have sustained serious life changing personal injuries
Reviewed:	July 2025

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## General overview

Qualified solicitors/barristers must be licensed to practice law to act on behalf of clients in legal matters. The specific nature of the legal work relates to the relevant specialist litigation practice areas of the firm and is set out below.

Solicitors are typically responsible to their supervisor.

Solicitors must have a current practicing certificate, maintain their learning and record and comply with the Solicitors Regulation Authority's continuing competency requirements.

Primarily the role involves supporting a partner or legal director with their cases. From time to time running their own cases may be required.

## Standard lawyer responsibilities:

- Takes initial instructions, establishing suitability of the matter by undertaking preliminary research and reviewing documentation
- Maintains regular communications with clients, solicitors, supervisors and others on the telephone and in meetings
- Ensure that adequate funding arrangements have been made before commencing work
- Explains fee structure and ensures client is kept apprised regularly of changes in any estimate of fees, providing advice at all stages, pre and post proceedings
- Prepares reports, letters of advice
- Drafts statements
- Selects and instructs experts
- Instructs Counsel
- Compiles Disclosure lists and bundles
- Conducts litigation proceedings
- Appears before the Court at interlocutory hearings

- Demonstrates relevant experience with ADR
- Prepares cost estimates and cost schedules and conducts cost assessment proceedings

### **Expert legal skills:**

The personal injury department specialises in high value cases with a particular focus on amputation, brain and spinal cord injury. To that end solicitors will be expected to be well versed in all procedural and evidential issues that specifically affect these categories of claims.

Solicitors will be expected to have sound clinical knowledge as befits the areas of work in which they are involved.

Involvement with disability related charities is to be encouraged.

In order to successfully communicate with seriously injured clients and their distressed families a high level of interpersonal communicate skills will be required.

### **Supervisory skills:**

Most qualified solicitors will have responsibility for a paralegal. They will be expected to:

- Delegate effectively to trainees and paralegals, set boundaries and oversee work
- Assign appropriate duties
- Give clear instructions and share information
- Provide regular feedback, offer support and guidance, coach, mentor and motivate
- Consider opportunities for growth and challenge
- Assist with formal performance appraisal

### **Financial Management skills:**

- Records time effectively, achieves/exceeds hours and billing targets
- Assists with/manages the effective billing and cash collection
- Monitors financial performance and WIP
- Sets budgets and manages profitability

### **Business Development skills:**

- Demonstrates commercial awareness and vision
- Attends/assists with/organises business development events
- Contributes to marketing materials
- Identifies/generates/follows up new and existing business opportunities
- Develops effective business/client relationships

- Develops own network, raises own and firm profile
- Promotes the firm by undertaking public speaking or having articles published
- Assists with/attends/participates in/leads business pitches
- Develops practise expertise, creates a media presence, becomes a recognised leader in the field, drives the reputation of the firm
- Focuses on business development activities, defines and leads business strategy

**Knowledge-sharing skills:**

- Makes use of the firm's collective knowledge resources, promotes internal knowledge-sharing
- Attends and contributes towards know-how meetings, delivers internal training sessions

**Academic background:**

- Essential: Minimum 2:1 law degree, with pass at LPC (or equivalent BVC)
- Desirable: Languages

**General skills:**

- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- Delivers helpful internal services with a "can do" approach, shows commercial awareness and represents the department/firm appropriately
- Shares information and ideas
- Accepts and follows instructions, listens, makes notes, questions appropriately, co-operates
- Shows sound judgement and decision-making skills; acts within boundaries
- Shows commitment, passion and enthusiasm
- Is a respectful, reliable and supportive team player
- Reflects the firm's culture