

## **Job description**

Job title:	Associate
Reporting to:	Partners
Department:	Aviation and International Injury
Office:	London
Hours:	Permanent, fulltime

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We are looking for an Aviation and International Injury lawyer (NQ to 4 years PQE).

The ideal candidate will have a claimant background in serious/catastrophic aviation personal injury and complex fatal accident claims to include claims in foreign jurisdictions and claims under international aviation liability conventions. However, candidates with a comparable defendant background or candidates whose experience is in domestic serious injury claims without international experience will be considered.

### **About the department:**

The department maintains its premier reputation at home and abroad for high profile and high value aviation and international injury related litigation matters including the most prominent cases in the sector, representing claimants having suffered life-changing injuries overseas or aviation accidents.

The Aviation team represent severely injured passengers or the families of those killed in aviation accidents all over the world. The International Injury team represent people from the UK who have sustained life-changing injuries overseas, as well as foreign nationals who are severely injured whilst in the UK.

### **Standard lawyer duties:**

- 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
- Explains fee structure and ensures client is kept appraised 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 as appropriate / where required
- Compiles disclosure lists and bundles

- Conducts litigation proceedings
- Appears before the Court at procedural hearings
- Demonstrates relevant experience with ADR
- Prepares cost estimates, cost schedules is involved in the preparation for cost assessment proceedings

**Expert legal skills:**

- Solicitors will be expected to have sound knowledge as befits the areas of work in which they are involved
- 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:**

Senior solicitors may supervise other qualified solicitors and most qualified solicitors will have responsibility for a paralegal. They will be expected to:

- Delegate effectively to junior lawyers 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
- Conduct formal performance appraisals

**Financial Management skills:**

- Records time effectively, achieves/exceed 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 social events
- Contributes to marketing materials
- Identifies/generates/follows up new business opportunities
- Develops effective business/client relationships

- Develops own network, raises own and the firm's 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

**Personal skills:**

- Essential: Minimum 2:1 law degree, or non-law degree with applicable post-graduate law qualification, with minimum commendation at LPC (or equivalent BVC)
- One or more of the following skills/qualifications would also be considered as desirable: (a) additional languages; (b) an LLM in Aviation Law; (c) a US Bar qualification; (d) a technical first degree or background; (e) piloting or aviation operational experience/qualification.
- Demonstrates excellent communication and strong influencing skills (articulate and professional/mature and sympathetic)
- Effective, respectful interpersonal skills
- Shows sound judgement, creative problem-solving and practical decision-making skills
- Shows commitment, passionate, enthusiastic, socially adept, supportive team-player
- Keen attention to detail
- Reflects the firm's culture