

# STEWARTS

## Job description

Role:	Experienced Medical Negligence solicitor – 8 years+ PQE
Reporting to:	Head of Department
Department:	Medical Negligence
Purpose of role:	The medical negligence department specialises in life-changing injury cases. To that end solicitors will be expected to be well versed in all procedural and evidential issues that specifically affect this category of claim

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## Main responsibilities

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.

Fee earners are typically responsible to the head of a work group and/or the Head of Department.

Solicitors must have a current practicing certificate, maintain their CPD record and comply with the Solicitors Regulation Authority's Continuing Professional Development Scheme.

## 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 and relevant platforms
- 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 and expertise with ADR

**Expert legal skills:**

- 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 encouraged
- In order to successfully communicate with seriously injured clients and their distressed families a high level of interpersonal communication 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 associate solicitors 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 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 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:**

- 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

**Academic background:**

Essential: Minimum 2:1 degree, with commendation at LPC (or equivalent BVC)

Desirable: Languages