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EL/PL Litigation Executive

Hiring organization
Gia Consultancy

Employment Type
Full-time, Permanent

Beginning of employment
ASAP

Duration of employment
Permanent

Industry
Legal

Job Location
Manchester, Leeds, Liverpool

Working Hours
35 hours per week – Hybrid Working

Base Salary
£ Negotiable + Bonus

Date posted
October 29, 2024

Valid through
28.11.2024

Description

Shout out to EL/PL Litigators! Read on for a fantastic opportunity with a fabulous firm!

My client is a leading Legal 500 and Chambers listed Personal Injury specialist law firm. Their continued success and expansion has created a number of roles for skilled and experienced Solicitors / Fee Earners / Litigation Executives to join their established EL/PL Team.

Responsibilities

Working as part of a structured team, the role involves the management of the process for both Fast Track Employers Liability and Public Liability personal injury claims from initial instruction to settlement. Duties include but are not limited to:

- Ensure that cases are progressed in a timely and efficient manner.
- Progress files in line with KPI Targets
- Liaising with clients, experts, barristers, third party solicitors and insurers as necessary.
- Dealing with all aspects of pre and post issue procedures in a timely and cost-effective manner.
- Pursuing cases to conclusion.
- Ensuring all actions as per Proclaim Action List are completed in a timely fashion.
- Accurate time recording.
- Maintaining client files in good order in accordance with Lexcel and other quality assurance requirements.
- Supervision of junior team members

Qualifications

As an experienced Litigator, you will be able to demonstrate up to the minute knowledge of both CPR and the Pre-Action Protocol in relation to Fast Track Personal Injury Claims.

Knowledge and understanding of the MOJ process, the ‘six-pack’ Regulations, the Health and Safety at Work Act 1974, the Occupiers Liability Act 1957 and The Highways Act 1980.

A strong Litigator, you will have proven experience of running cases to Trial and being able to take the lead on matters.

Knowledge of funding, assisting and taking the lead in sign-ups.

Organised and efficient, you will be able to demonstrate case planning, identifying and engaging with experts and taking a pro-active approach to the case from day one.

Additionally, you will have excellent court skills and be able to prepare and commence proceedings, Pre-Action Disclosure Applications, Infant Settlement

Hearings, attending CMCs, preparation of Directions, dealing with Cost Budgets where appropriate and liaising with Part 35 experts and lay witnesses.

A full driving licence is essential for this role to enable facilitate client and court visits.

Job Benefits
In addition to their generous basic salary, there is a transparent annual bonus scheme and a wide range of benefits available.

Hybrid working is still very much embraced at this firm with a minimal requirement of 1-2 days per week in the office and work from home for the remainder of the time.

Contacts
Applications are currently being considered so apply today!