

JOB DESCRIPTION

Job Title:	Assistant Litigation Executive
Reporting to:	Unit Manager
Supervisory Responsibility:	None

Job Purpose:

Litigate a full caseload of:

- FT ex-portal accident cases (RTA, EL and PL) for union members and union friends and family scheme clients, working under supervision.
- Identify cases which need to be transferred to the Branch network, including for reasons of value, specialist case type or profile.

The job holder will be expected to conduct and manage all aspects of his/her caseload, including taking appropriate decisions involving the exercise of judgment, subject to supervision.

The level of supervision required will be in accordance with the firm's standard system together with further assistance in relation to key decisions on cases.

The job holder will have experience of dealing with litigated cases, will require a sound theoretical knowledge of the work and will have an ability to conduct all the aspects of a case required from the commencement of litigation to conclusion.

The job does not carry any direct supervisory responsibility, but the job holder will play an important role in the Unit in helping to achieve the Unit's objectives.

The ability to communicate clearly and effectively is essential.