

JOB DESCRIPTION

Job Title:	Stage 2 Executive
Reporting to:	CMT Supervisor and National Fast Track Centre Manager
Supervisory Responsibility:	None

Job Purpose:

To effectively progress cases passed over from 'Acquire Evidence' phase. The postholder will progress claims in accordance with agreed processes and timelines, to the end of Stage 2.

Areas of Responsibility:

- Assess case and ensure all quantum evidence is complete – refer back/clarify any queries.
- Consider the medical evidence.
- Draft the schedule of loss (based on the medical evidence and evidence gathered on specials).
- Assess quantum and advise client on the appropriate settlement range.
- Submit interim settlement pack, where appropriate.
- Submit final settlement pack and negotiate settlement of costs and damages once case is ready to settle.
- Ensure that as many cases as reasonably possible exit the Portal and are referred to Branch in accordance with the firm's systems and procedures.
- Pass cases to Stage 3 process swiftly and promptly.
- Ensure all information is available to allow for accurate processing of costs and damages.
- Case handling must be undertaken to a good and timely standard.
- All work to be undertaken in line with the Unit's processes, standards and levels of authority.
- Ensure a good understanding of the Case Management Team (CMT) and the role of the Legal Enquiry Team (LET) together with an ability to make appropriate decisions to organise and plan work and use systems in place to the highest standards.

This list is not exhaustive