JOB DESCRIPTION

Job Title:	Paralegal / Acquire Evidence Executive
Reporting to:	Case Management Team (CMT) Supervisor and Unit Manager
Supervisory Responsibility:	None

Job Purpose:

To effectively complete the 'acquire evidence' stage of portal claims in order that cases are in good order to pass to the next stage of the case handling process.

There is also a requirement to effectively determine cases for referral to the branch network.

Areas of Responsibility:

- Finalise funding, undertaking necessary BTE and union membership checks.
- Undertake tasks in the Portal, as required e.g. checking information, lodging CNF, inputting information.
- Proof liability witnesses in EL cases in accordance with CMT process.
- Process cases which exit the Portal at any stage and ensure that these are promptly referred to Branch.
- Promptly process cases where liability is admitted in the Portal.
- Instruct appropriate medical experts.
- Identify and investigate all heads of loss, for general and special damages including subrogated claims.
- Obtain all necessary evidence on quantum, as appropriate e.g. medical records, photographs of injuries, witness evidence, loss of earnings details.
- Once all evidence (medical and specials) are in order pass the case to a Stage 2 exec.
- Case handling must be undertaken to a good and timely standard. Cases passed over must be in good order to enable effective and timely follow on.
- Retain cases in "acquire evidence" stage where it is not possible to value the claim (i.e. there is no prognosis) and to ensure that cases are investigated in further detail at the appropriate time.
- Follow up on further investigations needed after client's instructions on the medical evidence/special damages.
- All work to be undertaken in line with the Unit's processes, standards and levels of authority.

THOMPSONS
S O L I C I T O R S

- Ensure a good understanding of the 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 the systems in place to the highest standard.

This list is not exhaustive.