

JOB DESCRIPTION

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

Job Purpose:

Manage a caseload of :

- Pre litigated FT ex portal accident cases for union members and union friends and family scheme clients, which include RTA, EL and PL FT cases, all under supervision.
- Undertake necessary investigations and evidence gathering in order to allow for a decision on whether or not to proceed to litigation.
- Prepare case for issuing, up to but not including drafting of Claim Form and Particulars of Claim.
- Tasks include – initial assessment on merits when the case exits the portal, obtaining evidence in support of liability including from witnesses, pre action disclosure, obtaining medical evidence where appropriate, instructing non-medical experts where appropriate, decisions on disclosure, assessing value of claim, attending on clients, witnesses, experts, union clients, third parties and defendants. (This list is not exhaustive and is given by way of example).

This job is self-sufficient. The job holder will produce all his/her own work and will have little if any assistance from administrative and secretarial staff. Proficiency in using the equipment provided and operating case management systems to a high standard is required.

The ability to communicate clearly and effectively is essential.

A high level of supervision is required, although the job requires an ability to make decisions involving the exercise of some judgment.