

PERSON SPECIFICATION

Office and Team:	Dagenham – Personal Injury
Job Title and Grade:	Executive – PI – Grade 5
Date:	February 2018

Specification	Essential	Desirable
Relevant skills and/or aptitudes	<p>Good knowledge of law of PI law – as applicable.</p> <p>Good knowledge of CPR, rules on evidence, litigation process and funding – as applicable.</p> <p>Ability to assess and advise on evidence, liability and quantum.</p> <p>Good numerical skills and an ability to calculate special damages.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Ability to prioritise.</p> <p>Good verbal and written communication skills, including drafting and advocacy skills.</p> <p>Strong file management skills.</p>	<p>Knowledge of statutory duties relevant to employer/employee situation.</p> <p>Knowledge of common law relevant to PI.</p>

Specification	Essential	Desirable
	Competent in the use of Microsoft Outlook and Word.	
Experience	<p>At least 2 years' experience of handling personal injury claims including some specialist claims.</p> <p>Experience of meeting deadlines with a minimum of supervision.</p> <p>Direct contact with clients, face to face and over the phone.</p> <p>Experience of litigating cases effectively.</p>	<p>Trial experience.</p> <p>Experience of working with trade unions.</p> <p>Experience of working with electronic case management systems.</p>
Relevant education/ training	Admitted solicitor or legal executive or equivalent.	
Other requirements	<p>Ability to work in a team.</p> <p>Ability to empathise with clients.</p> <p>Ability to provide informal guidance to junior staff as required.</p>	<p>Empathy with trade unions and Labour movement.</p> <p>Driving licence.</p> <p>Understanding of the importance of developing and maintaining good client relations.</p>