

## Role Profile – Lawyer

<b>Job Title:</b> Lawyer, DMR Collation Ltd
---------------------------------------------

### Job Purpose:

Key role within DMR Collation's quality control and chronology finalisation team. Involved directly with quality control and finalisation of instructions to ensure all returned work is completed to a high standard. Participating in marketing events to promote the company's services to ensure company survival and growth.

### Key Accountabilities:

1. Legal and administrative quality control of the finalised papers:
  - (a) At the outset of instructions to clearly identify the key legal issues to be addressed by the nurse analyst in the chronology.
  - (b) To provide the legal quality review of all chronology, memo, index and schedule of radiology preparation to ensure it fulfils the client's instructions and covers all appropriate legal issues.
  - (c) To finalise the prepared memorandum and chronology, in particular the summary background to the claim, points of note and questions to medical expert to ensure instructions are addressed from a legal as well as medical standpoint.
  - (d) To provide feedback to administration team/nurse analysts, as required, regarding the completed work.
2. Responsibility for representing the company at appropriate marketing events which may involve overnight stays. To attend on a regular basis suitable networking & training events.
3. To assist the Managing Director in the development of chronology checklists, proforma medical expert questions and legal QC/nurse analyst guidelines.
4. Assisting the Managing Director in delivering in-training and/or client training.
5. Dealing with customer enquiries as and when required in the absence of the Managing Director.
6. Proactively responding to telephone calls and emails in a professional manner. Communicating and maintaining trust relationships with clients, staff and business partners.
7. Proficiency in the use of ICT; specifically, viewing CD Roms, using zip files, conducting research on the web, and using computer packages such as case management systems, lexis-nexis, Microsoft Outlook/Word/Excel and Adobe Acrobat Pro DC.
8. Writing and distributing email, correspondence, memos, letters, forms and reports as needed.
9. Accurate time recording of billable tasks.

## Role Profile – Lawyer

### Knowledge/Experience/Skills:

- Qualified personal injury and clinical negligence practitioner.
- Experience of successfully delivering training.
- Skills to work effectively as part of a team.
- Excellent written and verbal communication skills.
- Advanced knowledge and experience of working with ICT, including Windows 10, Microsoft and Adobe packages.
- Flexibility to concurrently undertake a multitude of tasks and to achieve multiple deadlines.
- Excellent client care, marketing and networking skills.
- Excellent communication, negotiation, PR and presentation skills.
- Complex problem solving and effective decision making.

Person Specification	Essential	Desirable
Qualifications	BA Hons Law or FLEEx Qualification.  Up to date continuing professional development.	Qualification in one or more of the following areas: Medicine or Marketing.
Work Experience	5 years plus experience of working as a qualified personal injury and clinical negligence lawyer  Proven experience in training and motivating people.  Experience of strong client care provision.  Experience of setting and maintaining high work standards.	10 years plus experience of working as a qualified personal injury and clinical negligence lawyer.  Previous analysis experience.  Proven administrative and ICT experience.  Experience of attending networking & marketing events/delivering training as a company representative.
Knowledge	Excellent working knowledge of Microsoft Word, Outlook, Adobe Acrobat Pro DC and Windows 10.  Up to date legal knowledge in relation to personal injury and clinical negligence litigation and legal costs.	Proficient knowledge of using multi-functional scanning and photocopying equipment.  Proficient knowledge of Microsoft Excel and Lexis-Nexis.

## Role Profile – Lawyer

<p>Skills/Abilities</p>	<p>Strong presentation skills.</p> <p>An innovator with a creative mind / ability to problem solve and suggest improvements / aptitude for identifying opportunities for improving services.</p> <p>Ability to set your own objectives, delegate tasks where appropriate, multi-task and meet deadlines.</p> <p>Good communicator who can interpret and explain to others information received, both verbally and in writing.</p> <p>Excellent level of English spelling and grammar.</p>	
<p>Personality/Motivation</p>	<p>Methodical and accurate in your work.</p> <p>Able to develop and maintain positive working relationships with others.</p> <p>A high standard of personal integrity, discretion and tact, maintaining confidentiality.</p>	<p>Takes pride in the achievement of team/company objectives.</p>