

**Candidate Brief for the position of
Paralegal - London based**

April 2017

MDDUS

The Medical and Dental Defence Union of Scotland (MDDUS) is an independent mutual organisation offering expert medico-legal advice, dento-legal advice and professional indemnity for doctors, dentists and other healthcare professionals throughout the UK.

Founded in 1902, we continually adapt and change with the times while maintaining a focus on providing our members throughout the UK with access to:

- Professionally trained medico-legal and dento-legal advisers who are qualified in medicine and dentistry and available to speak to our members 24 hours a day, 365 days a year
- Medical and dental indemnity against claims of negligence
- Legal representation from solicitors who are recognised as the UK's leading experts in the medico-legal and dento-legal field
- Representation and legal support at General Medical Council (GMC)/General Dental Council (GDC) proceedings
- Help in dealing with complaints
- Assistance with disciplinary matters
- Legal representation and support at fatal accident inquiries and coroner's inquests
- Worldwide indemnity for Good Samaritan acts
- Unlimited HR and employment law advice for practice managers within MDDUS group schemes or members who have employment responsibilities
- A quality, personalised service at a reasonable cost

Our comprehensive MDDUS membership categories cover the range of medical and dental practice, including general practitioners and hospital doctors and dentists, whether in the NHS or practicing privately.

Regardless of their discipline, our members are assured of a quality, competitively priced service that is tailored to their requirements.

Background to this Appointment

At the present time the MDDUS operates as one of three bodies providing medico-and dento-legal advice and professional indemnity services to medical and dental practitioners. In recent times it has been gradually expanding its membership and geographical spread throughout the UK including the growth of our London office.

As part of our ongoing expansion, we require a paralegal to support our London-based legal team in maintaining the provision of high quality legal representation and advice to our members.

In summary the attractions of this post and working for MDDUS include:

- the opportunity to gain hands-on experience and training in all aspects of the field of medical law
- the opportunity for role development within a rapidly evolving legal function
- gaining in-house experience within a culture of continuous improvement
- working in a small but expanding legal team with excellent team working ethos
- the opportunity to contribute to an organisation undergoing an exciting period of change, growth and development
- Excellent benefits package

Remuneration Package Includes:

- Competitive salary
- Generous non-contributory pension scheme
- Private health care and group life assurance
- 27 annual leave plus 8 public holiday days

Next Steps

A completed **online application form** should be submitted, accompanied by a **CV** and a **covering letter** stating why you are suitable for this role.

Further details in relation to the role or application process can be made by e-mailing hr@mddus.com

Please submit completed applications by close of business on Monday 8th May 2017.