

<b>Job Title:</b>	Paralegal	<b>Department:</b> Legal Services
<b>Reporting to:</b>	Director of Advisory and Legal Services	<b>Direct Reports:</b> None
<b>Role Purpose:</b>	Work in support of practising solicitors, and manage civil claims/litigation under supervision of solicitors, and under direction of Director of Advisory and Legal Services.	
<b>Content:</b>	<b>Key responsibilities:</b>	
	<ul style="list-style-type: none"> <li>• The provision of all necessary paralegal support for solicitors, including case and document preparation</li> <li>• The provision of claims handling services and non-claims including Coroner's inquests and regulatory/disciplinary proceedings</li> <li>• Assistance under direction in other non-claims cases</li> <li>• Attendance at court or other hearings in support of solicitors</li> <li>• Assist in the developing of protocols for claims handling</li> <li>• Liaising with lawyers, medico-legal and dento-legal advisers in the handling of claims</li> <li>• Complying with policies and procedures</li> <li>• Ensuring quality and consistency in the handling of claims and non-claims</li> <li>• Liaise with other departments as required</li> <li>• Such other duties as may be required from time to time.</li> </ul>	
	<b>Key Tasks:</b>	
	<b>Task</b>	<b>% time</b>
	- The provision of non -claims and claims management/case handling support	90 5
	- Links with external bodies and other Union tasks.	5
	- CPD	
<b>Working Relationships:</b>	<b><u>Internal</u></b>	<b><u>External</u></b>
	<ul style="list-style-type: none"> <li>• Medical and Dental advisers</li> <li>• In-House Lawyers</li> <li>• Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Solicitors/Counsel</li> <li>• Members</li> <li>• NHS bodies</li> <li>• Expert witnesses</li> <li>• Other MDOs</li> </ul>
<b>Decision Making Authority:</b>	<b><u>Financial</u></b>	<b><u>Non-Financial</u></b>
	<ul style="list-style-type: none"> <li>• Recommendations on settling cases</li> <li>• Authorising legal</li> </ul>	<ul style="list-style-type: none"> <li>• Contributing to the Departmental Plan</li> </ul>

	fees/expenses per Scheme of Delegation	
<b>Financial Impact:</b>	<ul style="list-style-type: none"> <li>• Settlement decisions within the scheme of delegation</li> <li>• Estimating outstanding claim values</li> <li>• Use of external legal advice</li> </ul>	
<b>Person Specification:</b>	<p><b>Key Performance Competencies</b></p> <ul style="list-style-type: none"> <li>• Effective management of civil claims/litigation under supervision</li> <li>• Effective paralegal support to practicing solicitors</li> <li>• Reviewing and monitoring progress on claims/ non-claims cases</li> <li>• Report writing and drafting of legal documents</li> <li>• Communication and presentational skills</li> <li>• Negotiating</li> <li>• Efficient administration</li> </ul>	
	<p><b><u>Essential Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• MDDUS strategy and business plan</li> <li>• Relevant claims/case handling knowledge</li> </ul>	
	<p><b><u>Behavioural Competencies</u></b></p> <ul style="list-style-type: none"> <li>• High integrity (professional &amp; personal)</li> <li>• Reliable</li> <li>• Team player</li> <li>• Proactive</li> <li>• Awareness of equality and diversity</li> <li>• Motivated and hard working</li> <li>• Flexible approach to work</li> <li>• Evidence of initiative</li> <li>• Self-motivation</li> <li>• Interpersonal skills</li> <li>• Negotiation skills</li> </ul>	
<b>Qualifications:</b>	<p><b><u>Minimum required</u></b></p> <ul style="list-style-type: none"> <li>• Relevant knowledge of CPR</li> <li>• High level of academic achievement</li> <li>• Law degree/ Graduate diploma of law</li> <li>• LPC</li> </ul>	<p><b><u>Working towards</u></b></p>
<b><u>Other Features</u></b>	This role will involve travel within the UK, including travel out with business hours where necessary.	
<b>Prepared by:</b>	<b>Director of Advisory and Legal Services</b>	<b>Date: 23 June 2016</b>