

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

	settling cases <ul style="list-style-type: none"> • Authorising legal fees/expenses per Scheme of Delegation 	Departmental Plan
Financial Impact:	<ul style="list-style-type: none"> • Settlement decisions within the scheme of delegation • Estimating outstanding claim values • Use of external legal advice 	
Person Specification:	Key Performance Competencies <ul style="list-style-type: none"> • Effective management of civil claims/litigation under supervision • Effective paralegal support to practicing solicitors • Reviewing and monitoring progress on claims/ non-claims cases • Report writing and drafting of legal documents • Communication and presentational skills • Negotiating • Efficient administration 	
	<u>Essential Knowledge</u> <ul style="list-style-type: none"> • MDDUS strategy and business plan • Relevant claims/case handling knowledge 	
	<u>Behavioural Competencies</u> <ul style="list-style-type: none"> • High integrity (professional & personal) • Reliable • Team player • Proactive • Awareness of equality and diversity • Motivated and hard working • Flexible approach to work • Evidence of initiative • Self motivation • Interpersonal skills • Negotiation skills 	
Qualifications:	<u>Minimum required</u> <ul style="list-style-type: none"> • Relevant knowledge of CPR • High level of academic achievement • Law degree/ Graduate diploma of law • LPC 	<u>Working towards</u>

<u>Other Features</u>	This role will involve travel within the UK, including travel out with business hours where necessary.	
Prepared by:	Emma Parfitt, Director of Advisory and Legal Services	Date: 23 June 2016