

# LITIGATION SOLICITOR

## JOB DESCRIPTION



<b>SALARY</b>	£44,863 - £60,696
<b>LOCATION</b>	Leeds or London
<b>WORKING PATTERN</b>	Full time (37.5 hours per week), Hybrid
<b>DEPARTMENT</b>	Legal Services

## PURPOSE

The Member Cases and Claims Division is at the forefront of protecting the careers, reputation and financial risk of our members worldwide. The purpose of the role is to provide an efficient and effective legal service for members consisting primarily in the defence of litigated clinical negligence claims, which is trusted and valued by members and provides fair treatment and outcomes.

## ACCOUNTABILITIES & RESPONSIBILITIES

### Service Delivery

- Support the delivery of the MC&C strategy and contribute to the development and delivery of the Legal Services strategy to plan, cost and quality
- As part of a multi-disciplinary litigation team proactively manage litigated clinical negligence claims from service of proceedings to resolution in accordance with the Clinical Disputes Protocol/Civil Procedure Rules, principles of justice and equity and ensure fair outcomes for members, the membership fund and compliance with internal policies under the supervision of Level 1 Litigation Solicitors
- Support assigned projects/initiatives ensuring delivery of projects to time, cost and quality and that can demonstrate a return on investment

### Financial

- Manage and minimise all spend incurred serving members to reduce the financial expenditure of MC&C in relation to external spend; Legal Costs, damages, apportionment and personal expenditure.
- Support the delivery of the Legal Services objective to retain work internally and reduce the use of external Panel firms, ensuring a cost effective and efficient service in accordance with legal processes.

### Member

- Manage, in conjunction with the Litigation Lead, informal complaints / expressions of dissatisfaction to achieve first touch resolution for our members and in accordance with policy standards and process ensuring fair outcomes for members, the membership fund
- Seek opportunities to continuously improve ways of working and contribute to team, department and divisional continuous improvement projects aimed to drive operational efficiency, deliver on KPIs, financial targets and great member experience and outcome.
- Deliver at all times fair treatment and outcomes for members and compliance with associated policies and standards set out by Council, its committees and delegated authorities
- Using the most appropriate channel of communications, keep members regularly informed ensuring the advice and support reflects policy, relevant codes of practice, is technically accurate and with outcomes delivered in a professional and empathetic manner.

This document is marked **MPS Internal Only**. Do not distribute outside of the organisation.

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### People

- Take accountability for own CPD, training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all law, governance, policy standards and processes.
- Take learnings from all Quality Monitoring, Outcome Testing and Audit results to enhance own performance and quality service and outcomes for members
- Build key relationships with internal and external stakeholders as necessary, liaising on claims to enhance quality service and outcomes for members
- Support and encourage the continuous development of people within MC&C, providing coaching and guidance as required.
- Take an active role in promoting a more inclusive environment, which aligns with our commitment to celebrate and promote diversity.

### Risk

- Identify and report risks and issues identified within Legal Services to enable resolution and mitigation of potential impact on MPS, members and colleagues.
- Adhere to business processes and controls which are in place to manage the Department within risk appetite; comply with policies and regulatory requirements (as applicable)
- Make key claims handling decisions and use own judgement on when to escalate matters balancing member and the membership fund
- Comply with applicable professional ethical guidance, external regulation and all relevant internal policy and procedures, including those relating to health and safety, data protection, IT security and all those contained within the staff handbook.

### Other

- To deliver team and individual targets to ensure they are consistently met and exceeded in accordance with MPS Values.

## PERSON SPECIFICATION

### Knowledge & Qualifications

- Educated to a degree standard or equivalent
- Practising Clinical Negligence Solicitor (NQ upwards)
- Post graduate qualification or equivalent (\*)

### Skills

- Expertise to take a proactive and strategic approach to claims management and ability to deliver accurate claims estimates and data.
- Excellent verbal/written communication and interpersonal skills

### Experience

- Litigated clinical negligence claims
- IT literate, with practical experience of using IT as a case management tool
- Determining the cost-effective nature and extent of any investigation required and competently set and implement case strategy through to resolution.
- Financial services / insurance regulated environment (\*)
- Quality assurance/ audit of clinical negligence cases (\*)
- Managing internal/external stakeholders (\*)
- Experience of regulatory healthcare proceedings (\*)
- Experience of managing a significant caseload of clinical negligence cases (\*)

All points marked with (\*) are desirable and are not essential to the position.

We welcome applicants from all backgrounds, and we encourage you to apply even if you feel you do not match 100% of the technical requirements. Medical Protection Society prides itself in being a collaborative, forward-thinking and inclusive employer where everyone can be themselves and embrace each other's unique individuality, background or heritage.

This job description is for external use only and is a snapshot of the full role profile (version 0.3) in which colleagues full accountabilities are detailed. This document is subject to change to continue to meet the needs of Medical Protection Society.