

## Litigation Assistant – Personal Injury Department

Ref: LIT/PI

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<b>Job Title:</b>	Litigation Assistant(s)
<b>Reporting to:</b>	Senior Solicitor
<b>Contract:</b>	Permanent
<b>Location:</b>	London
<b>Salary:</b>	<i>Competitive</i> , Provided upon request
<b>Benefits include:</b>	29 days holiday per annum pro-rata plus all public & bank holidays; contributory pension scheme; death in service benefit (4 times the annual salary); interest free season ticket loan; childcare vouchers; cycle to work scheme. We also have regular weekly and annual social activities and genuinely pride ourselves on having a supportive and friendly culture.

### About Leigh Day:

**Our Work:** Leigh Day is a specialist 'claimant only' law firm operating across **personal injury, international, human rights, product liability, clinical negligence, employment and discrimination**. Over the last twenty five years we have been involved in ground-breaking cases against multinational corporations and government authorities and bodies. We have represented national and international individuals and communities with often complex personal injury or human rights cases. *To learn more visit [About Us](#)*

Over the years, we have won 'The Lawyer' - Litigation Team of the Year award, the 'Liberty/JUSTICE' Human Rights lawyer of the year award, a host of other accolades and awards and ranked annually in the top tiers of both Chambers and Legal 500 client guides.

**Our People:** We have some of the country's leading legal teams who are driven by our ethos of "Davids" fighting the "Goliaths" around the world. We are known to passionately pursue difficult or unpopular cases that push the boundaries of the law and which may be of little interest to other firms and to champion the rights of the injured, marginalised and disenfranchised. Based in our London (Clerkenwell) and Manchester offices we are over 320 strong (including 31 partners). Being a mid sized organisation, we are able to provide key learning opportunities to our people and encourage them to take on responsibilities from an early stage. *To learn more visit [Our People](#)*

Leigh Day is committed to equality and diversity and welcomes applications from all sections of the community. We topped the 2014 diversity survey by the Chambers Student Guide and won the accolade of being the most diverse law firm. A copy of our Equality and Diversity Policy is available upon request.

### About Personal Injury Team:

Leigh Day specialises in personal injury and accident compensation claims for people affected by major transport disasters and accidents, and secure compensation for those who

have suffered life-changing injuries. We have been identified by the leading legal directories as one of the country's leading firms of claimant personal injury solicitors.

The litigation Assistant will support the team with its busy caseload. This will involve utilising our case management system, producing documents, filing, managing diaries, dealing with clients, experts, counsel and other solicitors, preparing and checking bundles alongside other general administrative tasks.

## **Litigation Assistant key duties and responsibilities**

Based in our Personal Injury department the role involves utilising our case management system, producing documents, filing, managing diaries, dealing with clients, experts, counsel and other solicitors, preparing and checking bundles and dealing with other general administrative tasks, including the tasks summarised below:-

- Liaise with clients including arranging meetings and the giving and receiving of information and documents as directed
- To utilise Leigh Day Practice Management System in order to ensure cases are progressed
- Proactively organise schedules, including diary management and meeting coordination
- Establish and maintain efficient filing systems within our Case Management System, this includes the timely and accurate filing of correspondence and documents
- Accurately open and close client files, undertaking any file management tasks as required. Accurately follow procedures when preparing files for archiving
- As directed, draft correspondence, minutes and meeting notes for approval by the relevant colleagues.
- Undertaking time recording and the preparation and submission of bills as required
- You will also be required to undertake other duties commensurate with the role as required

## **Person Specification**

### **Essential**

- Genuine interest to work with a leading claimant law firm and passionate about providing access to justice to all.
- Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of clients and various stakeholders.
- Previous administrative experience.
- Demonstrable experience in providing first class client care.
- Good academic background.
- Demonstrable experience in using a variety of IT packages (MS Word, Excel, Case Management Systems, Outlook to an intermediate level
- Proven ability to organise and prioritise a complex workload and work to tight deadlines whilst maintaining a positive attitude.
- Proven ability to work and contribute in a team environment.

### **Desirable**

- Previous experience in a legal environment is advantageous.

# Leigh Day