



ROLE DESCRIPTION

Role title: Litigation Executive

Department: Litigation Unit

Date: October 2018

Reports to: Litigation Unit Solicitor

Name:

Role purpose (why the job exists and its contribution)

The post holder will conduct litigation on the range of personal injury litigation cases carried out by the Litigation Unit including county court claims of whatever value, whether multi track cases of a value exceeding £25,000 or of particular complexity such as stress cases; and fast track or small track cases of under £25,000.

The post holder will conduct claims to the Criminal Injuries Compensation Authority.

Key responsibilities (the key areas of the role holder's work)

1. To undertake and manage a considerable personal injury litigation and legal caseload with limited supervision.
2. To organise and prioritise workload, keeping to all civil procedure and legal requirements.
3. To advise and assist colleagues in the Union on personal injury matters.
4. To act in accordance within the ethos and rules of the Union in the provision of a high quality legal service to members.
5. To act in accordance with the highest professional standards required by the Law Society and the Solicitors Regulation Authority.
6. To carry out best endeavours to ensure successful outcomes for members whether by settlement or at trial and with regard to the most efficient recovery of costs, disbursements and expenses incurred by the Union.

How the National Education Union works

These principles set out the culture and approach of the NEU.

The role holder:

Models professionalism and integrity and acts in accordance with the NEU values;

Supports the democratic processes;

Promotes an organising culture across the union;

Works collaboratively and empowers others;

Is committed to innovation, learning and continuous improvement of working practices, organisational culture and resources;

Adopts a proactive and flexible approach.

Key relationships

These are the main working relationships that the role holder will develop.

Person(s)	Nature
Litigation Unit Solicitor	The role holder is line-managed by the Litigation Unit Solicitor.
Litigation Unit team	The role-holder will work collaboratively within the Litigation Unit to provide legal services to members, in particular in relation to personal injury cases, including representation.
Other staff	The role holder will assist in providing advice and guidance to colleagues and staff in other departments as necessary, on matters relating to personal injury casework for members.
Members	The role holder will undertake personal injury cases on behalf of union members, including in the county courts and conducting claims to the Criminal Injuries Compensation Authority.
External bodies	The role holder will liaise as necessary with external bodies as necessary in the management of members' cases and claims.

Demonstrable key skills, knowledge and experience

The role holder must be able to demonstrate these capabilities to fulfil the role to a satisfactory standard.

Qualifications

- Qualified solicitor or legal executive with the Institute of Legal Executives CILEx Professional Diplomas in Law and Practice at Levels 3 and 6, or a legal professional or equivalent qualification and experience;

- Well-developed literacy and numeracy;

Resource management & Planning

- Ability to deal sensitively with confidential issues;
- Ability to effectively manage a considerable personal injury and legal caseload with limited supervision;
- Proven ability to organise and prioritise workload, keeping to limitation periods and deadlines;

Thinking challenge

- Proven ability to undertake and manage a litigation and legal caseload, to include Criminal Injury Compensation Claims on behalf of members of the union;
- Proven knowledge in the area of law relating to personal injury and the ability to assist and advise other members of staff;
- Knowledge of, and understanding of how to operate within, the NEU's political, educational and legal contexts;
- Good analytical skills and ability to understand complex information;
- Experience of exercising judgement and ability to make decisions within accepted parameters;

Communication

- Good verbal and written communications skills and the ability to communicate legal issues clearly to non-legally qualified members and clients;
- Experience of developing and maintaining positive working relationships with internal and external stakeholders;
- Advocacy skills;
- Good public speaking, influencing and presentation skills;

Operational delivery

- Experience of working collaboratively;
- Ability to empower and motivate others;
- Strong IT skills including Microsoft Office Suite, and any other application necessary for the delivery of the role. This will include a case reporting system.
- Understanding of the principles of organising in a trade union and of how this may influence the work.

Additional

Work demands

- The ability to work under pressure and to manage competing and critical deadlines;
- The requirement to work at weekends, evenings and flex working arrangements which are necessary for the performance of the role;
- The requirement to travel to attend activities, conferences and meetings away from the normal place of work, which may involve stays away from home. These could be local, within the region and nationally;

Additional relevant requirements

- Is firmly committed to the trade union movement and to the role of education unions in particular;
- Understanding of equal opportunities issues in education and has a commitment to promote diversity and oppose unfair treatment;
- Knowledge of the education system in England, Wales and Northern Ireland: (Desirable)
- The requirement to undertake professional development and training as necessary for the performance of the role.

This role description will be kept under review and can be adapted to meet the changing needs of the National Education Union, subject to appropriate consultation.