



Job profile

Solicitor (Insurance)

Grade L

Group: Corporate services & Governance

Service: Legal & Democratic Services

Location: Civic Centre

Line Manager: Litigation Manager

Car User Status: Casual

Job Purpose

Under instruction from the Litigation Manager to provide legal advice, support and advocacy in the Litigation Service covering the Council, our traded services and the Gateshead Housing Company.

The key roles of this post will include:

- To provide legal advice in connection with public and employers liability claims, motor claims, PI claims and any other insured risk claims.
- To make decisions on liability
- To represent the service at court as required to ensure a comprehensive service is provided.
- To ensure compliance with all legal timescales and client SLA's
- To build relationships with Clients and key stakeholders
- To instruct Counsel or external specialists as and when required
- To be fully conversant with civil procedure rules, the claims portal, human rights and handling contentious matters.
- Negotiate settlements in line with the Council's constitutional powers
- To be fully conversant with how to value both personal injury and non-personal injury claims
- To maintain close liaison with the Litigation Manager on all issues.
- Such other responsibilities allocated which are appropriate to the grade of the post.



Knowledge & Qualifications

Essential:

Knowledge

- Areas of law relevant to the post
- Public and employer's liability claims, personal injury, motor claims and any other insured risk claims
- Valuing claims
- Civil procedure rules and the claims portal

Experience

- Handling claims relating to person injury, employer's and occupier's liability
- Legal practice and procedure
- Policy wording/terms and conditions
- Negotiation
- Drafting and presentation
- Advocacy
- Team working
- Flexible approach
- Working to deadlines

Qualifications

- Qualified Solicitor/Barrister
- A minimum of 2 years PQE in handling insurance related litigation claims

Desirable:

Knowledge

- Local Government law and practice



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences