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| **Job Title: Legal Claims Manager**    **Purpose:** Responsible for a caseload of Employer and Public liability claims on behalf of Nexus and its group companies, to support Solicitors with their workload, and to undertake a wide range of legal services and related functions in support of Nexus and its group companies. |

**Remuneration: Band 4**

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| **1.** | **Principal areas of responsibility** | |
|  | 1.1 | Responsible for a caseload of pre-litigated and litigated EL and PL claims (including industrial disease claims) on behalf of Nexus and its group companies. Under supervision from Senior Solicitor, this will involve all aspects of claims management from response to pre-action correspondence through to defence of issued claims including preparation of pleadings, disclosure, witness evidence and trial preparation and assessment of costs. |
|  | 1.2 | Responsible for all aspects of file management including filing of hard copy records, invoicing (where relevant) and bundling. |
|  | 1.3 | Liaise with key business areas on investigation into claims and obtaining all relevant documentation/information to facilitate preparation of any defence. |
|  | 1.4 | Contribute to regular update reports to Nexus’ Senior Leadership Team (SLT) on claims management within the business and to provide written advice on litigation strategy in connection with specific claims when required. |
|  | 1.5 | Liaise with Nexus’ Finance Team concerning financial provisions for claims and Nexus’ corporate Insurers where, for example, Insurers are responsible for periods of cover and/or where Insurers decide to assume conduct of any defence using panel solicitor firms. |
|  | 1.6 | Provide adhoc general legal advice to Nexus and support solicitors in the Legal Team in their provision of legal and commercial advice to the business across a number of disciplines. |
|  | 1.7 | Ensure full compliance with Nexus’s internal policies and procedures and those of its Insurers. |
|  | 1.8 | Draft, negotiate, scrutinise, endorse basic legal documentation/agreements, and provide advice and guidance on various legal matters. |

**2. Dimensions**

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| **2.1** | **Communications** | |
|  | 2.1.1 | Communicate and work closely with the Legal Department ensuring the case management processes are followed and updates are provided as appropriate to Senior Leadership Team. |
|  | 2.1.2 | Liaise with internal and external stakeholders as appropriate including client departments and Insurers; and prepare draft instructions to external solicitors and counsel and other related professionals engaged to provide legal services of a specialised nature. |
|  | 2.1.3 | To communicate complex legal concepts and issues to a range of stakeholders via appropriate mediums including preparing regular and specific reports to all levels of management of Nexus and its group companies. |

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| **2.2** | **Decision Making & Problem Solving** | |
|  | 2.2.1 | Investigate and run EL and PL files autonomously with limited supervision, making preliminary decisions and investigating as to liability/quantum and, where appropriate, reporting and making recommendations to the business following the conclusion of a case. |
|  | 2.2.2 | Analysing and interrogating documents and witnesses, as appropriate, in the course of running EL and PL claims. |

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| **2.3** | **Initiative & Independence** | |
|  | 2.3.1  2.3.2 | Within the legal process use initiative to propose resolution of cases to provide optimum value for money for Nexus, whilst having regard to Nexus’ reputation, business needs and any risk.  Work independently with limited supervision on PL and EL caseload, taking advice and guidance from solicitors as required. |
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| **2.4** | **Resources** | |
|  | 2.4.1 | Understanding and advising on the consequences of awards of compensation/ damages against Nexus. |
|  | 2.4.2 | Monitoring costs incurred and forward planning in terms of reserves on EL and PL cases. |
|  | 2.4.3 | To ensure, where appropriate, EL and PL cases are settled on the best commercial terms possible for Nexus and its group companies, having regard to reporting obligations internally and externally. |

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| **2.5** | **People** | |
|  | 2.5.1 | No responsibility for people. |
|  | 2.5.2 | To work with colleagues in the Legal Department in a collegiate way, sharing knowledge and helping to develop best practice. |

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| **2.6** | **Health & Safety** | |
|  | 2.6.1 | Ensuring compliance with all relevant company health and safety standards and policies where relevant and appropriate. |

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| **3.** | **Statutory Duties** | |
|  | 3.1 | No statutory duties specific to the role. |

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|  | **Name** | **Signed** | **Date** |
| **Line Manager** |  |  |  |
| **Job Holder** |  |  |  |