

## JOB DESCRIPTION

**Job Title: Solicitor (Construction Insurance Litigation)**

**Reporting to: Jilly Petrie, Partner**

**Department: Construction & Engineering Team**



### 1. Job Purpose

The post holder will support the Construction & Engineering Team with a broad case load including but not limited to:-

- Acting on behalf of insurers and their insureds, including employers, contractors, professional consultants on a broad range of construction disputes, involving liability defence and subrogated recoveries, dealing with a variety of bespoke contracts and standard forms in what is a broad and diverse area of the law.
- Advising clients on all aspects of construction disputes, including contractual advice and negotiation and, where required, raising and defending Sheriff Court and Court of Session actions, adjudications, mediation, and arbitration.
- Providing insurance policy coverage advice.

### 2. Organisational Position

Post reports to Jilly Petrie, Partner. Organisational Chart available on request.

### 3. Scope and Range

Post covers clients across Scotland/UK, with occasional international clients.

### 4. Key Responsibilities

#### Client Relations

- Handle a varied caseload of construction related disputes in accordance with client protocols, with an appropriate level of supervision.
- Excellent relationship and client handling skills, being able to deal confidently and professionally with clients in order to gain and maintain their confidence. Demonstrate knowledge commensurate with experience.
- Receive and respond to requests for legal advice from current and potential clients and other BTO colleagues, providing high quality, practical advice, taking into account both technical and commercial considerations.
- Draft high quality reports to clients, written submissions, court documents and letters ensuring that they are adapted for each case, client and the client's needs.
- Correspond with clients and other solicitors and liaise with Counsel and experts where appropriate.

#### Business Development

- Enthusiastic approach to business development to promote the department, client relationships, networking and marketing.
- To attract additional business from new and existing clients and other third parties

#### Personal Development

- Maintain high standards of professional conduct whilst delivering against agreed fee earning targets. To achieve, maintain and apply a consistent approach to individual financial performance targets.

- Keep up to date with law and practice.
- Maintain continuing professional development activities including recording CPD hours in line with Law Society requirements
- To support internal procedures and systems including case management and time recording.
- To participate in team meetings.

#### **5. Communications and Relationships**

The post holder needs to build relationships with clients, internal customers and the rest of the team. Excellent communication and client relationship skills are necessary and professional behaviours in line with BTO's ethos and ways of working.

#### **6. Most Challenging part of Job**

Managing a varied case load in a complex area of law with challenging targets within a busy office environment. This is an opportunity to join a growing team, providing a broad range of support to a diverse client base.

#### **7. Knowledge, Training and Experience Required**

##### **Essential**

- Educated to Degree level in Law with Practising Certificate issued by the Law Society of Scotland.
- Experience in Property/Construction Insurance Litigation or Contentious Construction is essential
- 2/3 years Post Qualified Experience
- Good technical skills
- Commercial awareness of the insurance and construction industries
- Strong client focused approach with the ability to translate complex legal arguments and relay clearly to clients.
- Well-developed interpersonal skills with the ability to build strong relationships with clients and other team members.
- High levels of initiative and motivation
- Excellent communication and organisational skills
- Good experience with all aspects of Microsoft Office

#### **8. Job Description Agreement**

**Job Holder's Signature & Date:**

**Head of Department Signature & Date:**

**08/03/17**