

JOB DESCRIPTION

Job Title: Senior Solicitor

Reporting to: Partner

Department: Litigation



1. Job Purpose

The post holder will join a market leading team (top ranked in the Legal 500 and Chambers UK) which deals with professional discipline and clinical defence work in relation to:

- Defending healthcare professionals in proceedings raised in the Court of Session and sheriff courts, together with representing professionals at Fatal Accident Inquiries.

2. Scope and Range

The post covers proceedings across Scotland and flexibility is required to travel accordingly.

3. Key Responsibilities

Claims Work

To defend clinicians in medical negligence claims raised in the Court of Session, ASPIC, and sheriff courts. This includes providing representation at Fatal Accident Inquiries. You will be involved in the work done at all stages in pre-litigation and litigated claims including: research and investigation, preparation of witness statements, instructing experts and counsel (where appropriate), drafting pleadings and other court documents, and court appearances.

Client Relations and Business Development

To provide a high quality legal service to all BTO clients, including developing and maintaining strong client relationships. You will have a proactive and committed approach to business development and marketing to promote client relationships, the department, and the firm. You will be an integral part of the team involved in attracting additional business from new and existing clients and other third parties.

4. Communications and Relationships

You will have excellent communication and client relationship skills, and display professional behaviours in line with BTO's ethos and ways of working.

The post holder needs to build relationships with clients and maintain regular and appropriate contact with them. There will also be regular contact with clients' members / the insured, the Sheriff Court/Court of Session, the Police, Health and Safety Executive.

5. Most Challenging part of Job

Managing a varied case load in a complex area of law with challenging targets within a busy office environment.

Managing client expectations and determining the best strategy after investigation of the facts and utilisation of that strategy in subsequent court proceedings.

6. Knowledge, Training and Experience Required**Essential**

- Educated to Degree level in Law with Practising Certificate issued by the Law Society of Scotland.
- Experience of Sheriff Court and Court of Session procedures and processes.
- 3 – 5 years Post Qualified Experience.
- An interest in developing advocacy skills.
- Strong client focused approach.
- High levels of initiative and motivation.
- A supportive team member who is good at working collaboratively.
- Excellent communication and organisational skills.
- Strong business development skills.

Desirable:

Knowledge and experience of Fatal Accident and Public Inquiries.

7. Job Description Agreement

Job Holder's Signature & Date:

Head of Department Signature & Date:

March 2024