**Job Description**

**Job Title:** RTA Litigator

**Location:** Sheffield

**Reports to:** Head of Legal Practice or Head of Personal Injury for day-to-day matters

**Standard Hours of Work:** 39.5 hours per week

**Date revised:** 19 January 2016

1. **Job Purpose**

To work hard as part of a team handling road traffic personal injury cases.

The jobholder will be responsible for a caseload of RTA claims, from portal exit to settlement, within the personal injury department at our Sheffield office.

Working to achieve individual and team key targets and objectives, and ensuring compliance with SLAs.

Building working relationships with clients and the Unions, and external third parties such medical agencies.

Working with colleagues to develop a strong team ethic and deliver exceptional client service to those involved in personal injury claims.

1. **SCOPE OF THE ROLE**

The jobholder will ensure they deliver excellent levels of client service throughout the progression of the case and will ensure they keep the client regularly updated, in line with department service level agreements.

They will be responsible and accountable for ensuring they meet prescribed SLAs and individual targets, including financial and file progression/shelf life targets.

Assisting with vetting of cases with other team members.

To ensure that allegations of fraud, LVI or other complex issues or Multi Track claims are referred to the RTA Supervisor / Head of Personal Injury as quickly as possible

1. **Principal ACCOUNTABILITIES/TASKS**

**case management**

* To draft pleadings, application notices, disclosure lists, witness statements, schedules of loss, brief to counsel, trial bundle index, case summary.
* To complete internal forms for defence review, witness statement exchange and authority to proceed to trial.
* To attend Court (personally or by way of telephone) and perform advocacy for Case Management Conferences, Application Hearings and Pre-Trial Reviews.
* To value PI claims competently & utilising JSB guidelines/case law where appropriate; to effectively investigate, collate/calculate and present special damages claims (including future loss).
* To establish and focus upon issues/facts in dispute in the context of liability; to utilise case law where necessary; to make effective use of Part 36.
* To appropriately involve the RTA Supervisor / Head of PI where input on technical matters and operational issues are warranted.
* Plan workload in order to anticipate and balance priorities
* Maintain an awareness of changes in legislation, practice and procedure
* Ensure that all correspondence and messages are dealt with appropriately, within prescribed SLAs, providing excellent client service
* Ensure that all clients, on all occasions, are treated with courtesy and dealt with expeditiously
* Work hard as a team player; being a committed and confident litigator.