Person Specification

RTA Litigator

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| Criteria | Essential/Desirable |
| Person specification |  |
| Able to prioritise workload and take decisions commensurate to the role | Essential |
| Demonstrates self-motivation and a desire to learn, progress and develop | Desirable |
| Demonstrates a proactive and client-centric approach | Desirable |
| Able to comply with agreed process and best practice | Essential |
| Demonstrates a highly structured and organised approach to handling cases | Essential |
| Able to work flexibly as needed to hit set targets and deadlines | Essential |
| Able to work on own initiative and as part of a team | Desirable |
| Able to work with a considerable amount of detailed information | Essential |
| A positive attitude and can-do approach | Essential |
| Experience |  |
| Minimum 2 years’ experience in RTA personal injury litigation claims | Desirable |
| Experience in all aspects of RTA personal injury claims (commensurate with the scope of the role) including settlement and fast track litigation | Essential |
| Experience of delivering against agreed targets | Essential |
| Experience of working to deadlines | Essential |
| Strong understanding of RTA scenarios and liability | Essential |
| Strong understanding of current RTA PI Procedures and Rules | Essential |
| Technical skills and qualifications |  |
| Solicitor, FILEX, or Litigation Fee Earner of similar experience | Essential |
| Strong negotiation skills | Essential |
| Competent use of Microsoft Word and Excel, as well as general computer skills | Desirable |

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| Experience of using a case management system | Desirable |
| Good comprehension skills relating to the understanding of a range of documents related to a case | Essential |
| Able to write clearly, correctly and concisely | Desirable |
| Excellent telephone manner and verbal communication skills | Essential |
| Able to collect and assess evidence, determine prospects, provide appropriate advice to clients, and progress the claim efficiently | Essential |
| Ability to understand targets and how to achieve them | Essential |
| Excellent knowledge of the civil procedure rules and tactics | Essential |