**Job Description**

**Job Title:** Portal Fee Earner

**Location:** Sheffield

**Reports to:** Head of Legal Practice or Team Leader for day-to-day matters

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

**Salary range (incl. benefits):** £18,000 - £23,000

**Date revised:** 13th July 2016

# Job Purpose

### To work hard as part of a team handling claims arising from RTA, employer and public liability accidents. The jobholder will be responsible for handling their own caseload within the personal injury department at our Sheffield office.

### The jobholder will be handling a caseload of approximately 200 files, from newly accepted cases and progressing through stages 1, 2 and 3 of the MOJ Portal, along with infant claims proceeding to infant approval.

### SCOPE OF THE ROLE

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

They will be responsible and accountable for handling the claim from acceptance to settlement within the MOJ Portal and in line with UnionLine best practice.

The jobholder will be responsible for the efficient transfer of the cases to senior colleagues if the cases exit the MOJ Portal.

# Principal ACCOUNTABILITIES/TASKS

* To manage task list/diary to plan and organise working day/week and ensure this is up to date at all times
* To generate, send and chase return of initial retainer documentation
* To ensure correct third party details are on the file or obtained
* To receive completed client retainer documentation, validate and make initial contact with the client
* To submit the claims notification form (CNF)
* To review and collate Schedule of Loss and obtain as much Special Damages documentation and evidence by the time medical evidence is received. Specifically in relation to liability, obtain photographs and plans of the accident locus, witness evidence, police reports and any other important evidence pertaining to the case
* To manage the medical process by instructing medical agencies to arrange medical appointments, identify correct medical expert and request medical nominations as required
* To ensure clients attend medical appointments and the medical report is received
* To progress claims within the portal to settlement