



Vacancy:	Paralegal
Department:	Clinical Law (Advisory)
Location:	Leeds
Term:	Permanent
Working Hours:	Monday to Friday, 9:00 am to 5:30 pm

The Firm

Capsticks is a leading provider of legal services to the health, social care, housing and emergency services sectors, as well as in the field of professional discipline. The firm has a turnover of c£47m and around 550 staff - including 400 fee earners - across 5 offices nationally. We act for a wide range of long standing clients in both the public and private sector, including all forms of NHS organisations, governmental and regulatory bodies, registered providers, insurers, police, fire and rescue services, independent health and social care providers, charities and GP practices.

Further details about the firm and the type of work carried out can be found on our website at www.capsticks.com.

The Role

The Advisory and Inquests team carry out a wide range of work which includes advising on health law queries, regulatory matters, public law issues, judicial reviews, mental health issues, court of protection matters including urgent applications for medical treatment, clinical risk management and inquests.

Main Duties and Responsibilities

This is an exciting opportunity to assist a busy team. The main role and responsibilities will include helping a partner and solicitors with a range of tasks on their cases including (although, this is not an exhaustive list):-

- reviewing and drafting witness statements;
- liaison with the courts and witnesses and NHS Trusts;
- providing an inquest management service;
- reviewing medical records and preparing chronologies on occasion;
- drafting instructions to counsel;
- drafting instructions to send to experts;
- drafting reports to the client.
- running a small portfolio of own cases under supervision;
- creating and updating bundles for counsel, witnesses, clients and courts;
- researching legal queries;

Supervision, support and relevant training will be provided although the successful applicant will also be encouraged, where appropriate, to use their own initiative.

Skills set

Candidates should ideally have:

- an LPC or BVC qualification (LPC would be preferred);
- current/recent healthcare experience;
- experience of navigating medical records and identifying key documentation;
- litigation experience;

- proven experience of handling own caseload;
- ability to adhere to and manage deadlines;
- good drafting and writing skills;
- good communication skills;
- good administration skills; and
- basic IT skills.

Candidates will also be expected to demonstrate at interview that they:

- are well organised;
- have good attention to detail;
- are proactive; and
- self-motivated.

Candidates should be available to start immediately, or as soon as possible. If you are interested in applying for this position please apply via the vacancies section on our website at www.capsticks.com

Capsticks is an equal opportunities employer

Capsticks is committed to providing equal opportunities for all and to encouraging diversity through recruitment. Applications are welcome from all sections of the community and decisions to progress will be made with reference to entirely objective criteria only.

Capsticks is an agile firm and is open to conversations about flexible working.

In 2020 Capsticks achieved a 1 star accreditation from Best Companies, the specialists whose recognition programme is the standard for workplace engagement. The Best Companies accreditation is really important to Capsticks as it focuses on the trust and value we place in our people, their wellbeing and their careers.