



<b>Vacancy:</b>	Paralegal
<b>Department:</b>	Clinical Law
<b>Location:</b>	Wimbledon, London
<b>Term:</b>	Permanent
<b>Working Hours:</b>	Monday to Friday, 9:00 am to 5:30 pm

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## The Firm

Capsticks is a leading provider of legal services to the health, social care and housing sectors, as well as in the field of professional discipline. The firm has a turnover of c£38m and 400 staff - including more than 250 fee earners - across its 4 offices in London, Birmingham, Leeds and Winchester and acts 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, defence organisations, independent healthcare 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](http://www.capsticks.com)

## The Role

The Clinical Law department comprises of 80 fee earners across three offices (Wimbledon, Leeds and Birmingham). Further details on the partners in the department and the type of work carried out can be found on our website at [www.capsticks.com](http://www.capsticks.com).

### Main Duties and Responsibilities

This is an exciting opportunity to assist a small but busy team specialising in clinical negligence, as well as some disciplinary and regulatory defence work for doctors. Our clients in this team comprise one of the main defence organisations and Lloyds medical malpractice insurers. The main role and responsibilities will include (although, this is not an exhaustive list):-

- reviewing and drafting witness statements;
- liaison with the courts and witnesses;
- reviewing medical records;
- drafting instructions to counsel;
- drafting instructions to send to experts;
- running a small portfolio of own cases under supervision;
- creating and updating bundles for counsel, witnesses, clients and courts;

Supervision, support and relevant training will be provided although the successful applicant will also be encouraged, where appropriate, to use their own initiative. This is an excellent opportunity to engage in some really interesting defence work for doctors, working in a small team with access to partner support, whilst being trained by senior and junior lawyers.

### 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](http://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.