

Job Description | Junior Associate / Associate

Department: Catastrophic Injury and Large Loss

Location: Edinburgh

Role: Junior Associate / Associate

The Firm

Our Edinburgh office has over 50 lawyers and fee earners across the core sectors of insurance, professional liability, healthcare, employment and property.

Clyde & Co's Scottish practice is widely regarded as having the nation's leading insurance disputes practice, offering property and casualty insurers with an unrivalled and comprehensive service, particularly in casualty, healthcare and professional lines. It also has market leading employment and advocacy practices. The firm was awarded Scottish Law firm of the Year in 2017 and International Law Firm of the Year in 2018.

The Role

Our Catastrophic Personal Injury team covers every aspect from policy coverage to litigation, providing expert support for the highest value claims.

Key Responsibilities

The successful candidate will take responsibility for:

- Working with all members of the team and you will be exposed to a variety of work, but predominantly acting on behalf of a range of insurance companies and self-insured commercial organisations.
- Assisting and handling a varied caseload as well as appearing regularly in the Sheriff Court.
- Carrying out investigations with live defenders and taking witness statements, reviewing and interpreting medical records and medical reports.
- Identifying information requirements and securing required documentation/evidence from claimant representatives
- Adhering to reporting and reserving requirements in relation to different client SLAs
- File Management – including initial reports, updating reports and correspondence
- Attending and appearing at court and pre-trial meetings, and adhering to court timetables
- You will support the Partners in servicing existing clients, growing new business and maintaining relationships with clients using technical excellence and innovation
- Drafting of all legal documents and client advice.
- Dealing with interlocutory proceedings, CMCs and client meetings

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

- Supporting marketing and business development activity with the team and the wider Clyde & Co casualty group

Role Competency Requirements

Technical Excellence

Technical legal expertise: the knowledge of the law and ability to apply it

Research: the ability to conduct research effectively and apply it commercially

Managing legal processes: the ability to ensure all legal processes are followed efficiently and effectively

People and Team

Guiding individual performance and development: develops the skills of self and others

Teamwork and collaboration: working cooperatively and effectively with others

Leadership: creating high performing teams

Client Relationships and Business Development

Building business relationships: establishing, maintaining and using relationships to create and develop business opportunities

Commercial thinking: understanding the commercial drivers

Cross-selling and business development

Finance and Practice Management

Finance management and understanding of the business

Project management: ensuring projects are delivered

Knowledge sharing

Personal Effectiveness

Communication

Clarity of thinking

Personal contribution

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.