



**Chartered Legal Executive or Paralegal, Medical Negligence and  
Personal Injury Department (Full-time)  
Based at our Leamington Spa office  
Competitive salary plus benefits**

Alsters Kelley Solicitors is one of the largest legal practices in Warwickshire, with offices in Leamington Spa, Coventry, Nuneaton and Southam. We are an established and forward-thinking Firm offering interesting, challenging and rewarding career opportunities for suitably legally qualified, managerial and administrative staff.

An opportunity has arisen in our Leamington Office for a Chartered Legal Executive or Paralegal in our Medical Negligence and Personal Injury Department, which is key in supporting the Firm to achieve its strategic objectives. As well specialising in medical negligence and personal injury law, the Firm benefits from strong expertise in private client matters, family law, immigration, civil and commercial litigation, criminal and employment law, commercial property and residential conveyancing.

The successful candidate will undertake a mixture of personal injury claims ranging in value from low-end fast-track to upper-end multi-track work. The claims will be varied including accidents at work, public liability, CICA, and employer's liability. Additionally, the role will involve assisting senior team members with preparation of schedules of loss, drafting letters of claims, pleadings, quantum research, attending client/Counsel meetings, and Court.

This role will appeal to you if you are already in a PI environment, have built up a great working knowledge of MOJ portal claims and Civil Procedure Rules and see yourself becoming an experienced tenacious litigator, enjoy your role but are eager to progress.

Alsters Kelley's vision is to treat our staff and clients with respect, to be kind, helpful and excellent in offering and maintaining the highest levels of professionalism and service. We are LEXCEL accredited and a member of the Law Society CQS panel.

To apply, please provide a covering letter (including your salary expectations) and CV, highlighting relevant skills and experience. Please email your application to [alison.field@alsterskelley.com](mailto:alison.field@alsterskelley.com) or post to Alison Field, Human Resources Manager, Alsters Kelley Solicitors Ltd., Hamilton House, 20-22 Hamilton Terrace, Leamington Spa, Warwickshire, CV32 4LY.

**Please see job description below.**

Alsters Kelley Solicitors is an equal opportunities employer

## **ALSTERS KELLEY SOLICITORS JOB DESCRIPTION**

**Job Title:** Chartered Legal Executive or Paralegal  
**Department:** Medical Negligence and Personal Injury  
**Location:** Leamington Spa  
**Reporting to:** Head of Department

### **Job Purpose:**

- Responsible for varied caseload of personal injury work
- Work in accordance with the Office Manual
- Assist Senior solicitors on high value claims
- Supervise junior members of the team as required

### **Key Responsibilities:**

- Comply with quality systems and work instructions
- Ensure compliance of external funders and Lexcel
- Time records appropriately all work undertaken
- Develop and promote the department and the Firm as reasonably required
- Achieve targets for billing and time recording
- Assist in maximising effectiveness and cost efficiency of the department
- Maintain up to date knowledge of the law and legal system as is required in the department by attending external courses (as permitted) and by other available means
- Assist with website/marketing events and case management system development
- Good working knowledge of Microsoft Office including Outlook, Word and Excel, and proficient typing skills, excellent communication skills, both written and verbal
- Good working knowledge and application of accounting and finance systems within the firm.

### **Skills and Experience**

- Experienced litigator in personal injury/ medical negligence
- Sound knowledge of CPR
- Sound interpersonal and literacy skills
- Excellent client care
- Business development skills
- Good organization, managerial and administration skills with attention to detail
- Ability to be a team player

- Working knowledge of Microsoft Windows and Case Management Systems
- Motivated to learn and progress within the department
- Flexible attitude to work
- An aptitude for drafting and legal analysis
- A practical and commercial approach
- Excellent time keeping and organisational skills
- You may be required to work at the other offices of the Firm from time to time be as required by the management