**Job Description**

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| **A: Post Details** | |
| Job Title: Solicitor (Civil Litigation) | Grade: C001 |
| Department: Legal Services Department | Division: A Division |
| Reports to: Head of DCC Command | Contract Type: Permanent |
| Level of Vetting: SC | Numbers in Post: 1 |
| Welsh language required Select No | |
| **B: Purpose of the Post** | |
| The job holder will lead the legal services team and develop, implement and manage the claims process and performance of all parties involved to ensure efficient and effective handling of all claims by and against the Force. The Solicitor will investigate, conduct, defend and negotiate the settlement of claims by and against the Force. Additionally, the job holder will review and delegate claim requests between the Claims Handler taking into consideration complexity, team capacity and high-profile case / potential reputational risk to BTP | |
| **C: Dimensions of the Post** | |
| Financial – Direct or Non-Direct  Direct: Claims settlements up to the deductible for the Policy per claim; Non-Direct: The authority to negotiate and settle claims up to the value of £50k (including costs and damages), referring claims over this value to BTPA for review and decision  Staff Responsibilities – Direct or Non-Direct  Direct: the job holder is responsible for leading the legal services team.  Non-Direct: Responsible for working closely with the Intelligent Client – Insurance, and alongside external solicitors where claims are outsourced due to complexity, risk, internal demand, insurers decision.  Any other statistical data:  None | |
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| **D: Principal Accountabilities** | |

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| * Manage proceedings on behalf of the Organisation, instructing solicitors, counsel and others as required to minimise financial liabilities. * Lead the Legal Services Team * Lead decision making on which claims are managed in-house and which claims need to be handled externally due to capacity, capability, or for high profile / complex cases, liaising with the Legal Practice Manager. * To limit civil claims by proactive effective management providing strategic and practical operational advice liaising with the Force insurers, loss adjusters and appointed solicitors and raising awareness throughout the Force of good and poor practice and the impact of civil claims upon Force resources and morale. * Advise on any legal implications for Force policies, procedures and guidance documents. * Provide specialist advice and guidance to departments on all claims related matters including settlement of liability claims to maintain a consistent approach and minimise financial and reputational damage. * Lead and manage the Civil Claims Meeting and , ensuring there is oversight of all claims and early notification of claims where BTPA approval is required. * Attend court, civil hearings, and case conferences as required on behalf of BTP. * Ensure all claims requiring approval by BTPA are managed in a timely manner, escalating to the Head of DCC Command as required. * Work with the Legal Practice Manager regarding any potential training needs identified and assist with any development of training where required. * Manage relationships and the performance, undertaking audits as necessary, of all claims handers , solicitors, , insurers and others ensuring all claims are dealt with in the best interests of BTP/A. * Implement controls to ensure fraud indicators are monitored and investigated as necessary to prevent damage to the organisation. * Develop and maintain procedures to comply with all relevant legislation and regulations regarding claims. * Ensure that any lesson learning is considered and fed back to the appropriate Force department * Undertake duties required as a Line Manager including performance management. |
| **E: Decision Making** |
| Manage litigated claims on behalf of BTP and decide which claims will be managed in house and which claims will be managed externally due to demand, complexity and/or risk. |
| **F: Contact with Others** |
| **Internal**:  Interacts on a daily basis with Police Officers and Police Staff at all levels.  **External**:  Brokers, Insurers, Claims Handlers, Solicitors, Police Authority, internal and external auditors, consultants, other Police Forces, Preferred suppliers for claims and members of the public. |
| **G: Essential Criteria** |
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| Qualifications and Training: |
| The job holder must be qualified, practicing solicitor or barrister and must hold a valid Practicing Certificate for England and Wales, preferably specialising in civil litigation.  Or  The job holder will have current unrestricted Practicing Certificate from the Law Society of Scotland. You will be educated to the LBB Degree (Bachelor or Laws) or equivalent; preferably specialising in Regulatory Law |
| **Experience**:  Excellent interpersonal and communication skills in Welsh No |
| * Proven experience of evaluating, negotiating and settling claims, covering liability and quantum of both injury and damage * Proven experience as a claims professional either from an in-house claims team or insurer claims department * Proven experience of delivering work to deadlines and to a high standard * Proven experience of investigating, designing and developing policy, processes and procedures for both technical and lay use. * Proven experience of effectively managing people * Experience of using a case management system |
| **Skills**: |
| * Proven technical claims management skills and competence. * Ability to liaise and interact at all levels. * A creative approach to problem solving. * Ability to assimilate complex information with attention to detail. * Ability to work effectively under pressure and will not compromise professional standards. * Well developed investigation skills. * Excellent organisational skills. * Excellent negotiation and influencing skills. * Ability to use own initiative and deal with issues proactively. * Ability to realistically reserve to meet Insurer’s Claims Handling Agreement Proven abilty to deal with complaints and identify a preferred solution for both parties without compromisng BTP's reputation. * Ability and willingness to challenge. * Ability to manage large and complex claims with minimal intervention. * To promote and support the achievement of BTP’s Guardians of the Railway vision, goals and values and to act as a positive ambassador for BTP in all opportunities. |
| **Knowledge** |
| * A detailed understanding of legilsation, case law and regulatory requirements in relation to liabilities, claims and litigation and civil court matters. * Working knowledge of IT systems including specialist software packages |
| **Desireable Criteria** |
| Skills:  Ongoing and demonstrable commitment to CPD continuous professional development and personal development  Knowledge:  Understanding of policing activities and environment  Experience of claims against Police  Experience of working with a case management system |
| **H: Any Additional Information** |
| The post holder will have to determine, design and implement new processes and procedures in order to accommodate the in-house handling of claims previously dealt with by external contractors. Bringing claims handling in house reduces BTP's expenditure and claims are more efficiently handled - this needs to be proven by the postholder.  The post holder will need to negotiate and implement working contracts with suppliers to ensure costs are minimised in relation to the handling of Third Party claims.  Determining legal liability and appropriate settlements, defence and litigation tactics is challenging and complex; no two cases are the same. Interpersonal, assertiveness, negotiating and influencing skills are key to the role which can only be undertaken by a suitably experienced professional.  BTP is a national force and there may be occasions where travel to different force areas is required. |
| For Panel to complete only:  Line Manager Approval: Head of DCC Command (this is only signed off when the line manager has approved the final version)  Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel)  Date:Click or tap to enter a date. |

Please submit with supporting documentation (organisational charts, job descriptions) via the [Hub](https://btp.freshservice.com/support/catalog/items/151)

You will be advised of a panel date following receipt of the submission