

Job description

Job Title:	Litigation Associate
Reporting to:	Head of Litigation
Based at:	9 Cathedral Road, Cardiff CF11 9HA with some flexibility to work from home after successful completion of probation period OR Unit F12, InTec, Ffordd y Parc, Parc Menai, Bangor, LL57 4FG with some flexibility to work from home after successful completion of probation period
Hours:	37.5 h/w Generally Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays, depending on business needs
Salary:	£TBC depending on experience
Benefits:	25 days holiday per annum, plus statutory and bank holidays and up to 3 additional paid days off over Christmas Private Health Cover including dental cover, access to a confidential employee assistance programme for counselling, and a digital GP Pension contribution Death in service / Life Cover Ride to Work scheme Professional subscriptions and MBL Smart Plan
Purpose of Role:	To work within Darwin Gray's litigation team both running own caseload and supporting senior colleagues on larger disputes, providing strategic advice and guidance to clients throughout the dispute resolution process, as well as being responsible for managing relationships with existing clients and referrers and supporting the department with its business development plan.
Key Tasks:	To work on a range of litigation matters, primarily involving commercial disputes, property and construction disputes, contested wills and estates and general debt recovery matters. The successful candidate will be required to run their own caseload covering a range of litigation matters from dealing with initial enquiries right the way through to trial, delegating to trainees and junior staff where appropriate, as well as support senior fee earners on larger and more complex litigation matters.
Technical Ability:	<p>Essential:</p> <ul style="list-style-type: none"> • Circa 4-7 years PQE in one or more of the following areas of litigation (applications from strong candidates with other PQE but with a comparable depth of experience may also be considered): <ul style="list-style-type: none"> ○ Commercial disputes ○ Property litigation ○ Construction litigation ○ Contested Wills and Estates ○ Debt recovery • Proven ability to manage own caseload through to trial • Experience dealing directly with clients, Counsel, and experts • Advocacy, drafting and negotiation experience • Excellent knowledge of the Civil Procedure Rules • Excellent technical legal knowledge • Strong working knowledge of MS Word and Outlook • Proven ability to work to deadlines and meet time recording and billing targets • Strong commercial awareness and ability to build relationships with existing and potential clients and referrers. <p>Desirable:</p> <ul style="list-style-type: none"> • Working knowledge of and experience using legal tech

Person Specification:	Essential: <ul style="list-style-type: none"> • Strong communication skills. Ability to speak Welsh also desirable • Consistently works to a high level of accuracy and attention to detail • Able to work independently but also as part of a team on larger projects • Able to use own initiative • Highly organised and able to work under pressure • A flexible approach, willing to assist team members as required
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