

# Job Details

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## **Job Title** | NQ Solicitor

An excellent opportunity for an ambitious Newly Qualified Solicitor. The ideal candidate will be an individual who has experience in Clinical Negligence. The successful candidate will be mentored by a team of Solicitors and assisted by experienced paralegals, who will help you develop a caseload of both pre- and post-proceedings. The Clinical Negligence team are professional and friendly and will support and encourage you. This is an excellent opportunity for an individual who is newly qualified and eager to forge a career and progress in a reputable successful law firm.

*Please Contact -*

**Carole Dobson**

[carole.dobson@williamsons.co.uk](mailto:carole.dobson@williamsons.co.uk)

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# Skills Required

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## Skills |

- Newly qualified Solicitor with a valid practicing certificate.
- Strong negotiation skills with the ability to advocate effectively for clients.
- Excellent written and verbal communication skills, with attention to detail in all documentation.
- Experience of working in Clinical Negligence.
- Excellent communication skills, both written and oral
- Dedication and commitment
- Analytical skills
- Negotiating skills
- Time-management skills
- Interpersonal skills
- Flexibility and openness to new ideas
- A professional approach to work, integrity and a respect for confidentiality
- Computer literate with good IT skills
- A driving licence is preferable but not essential
- The ability to meet deadlines and work efficiently and effectively
- competent in planning & prioritising.
- A professional manner with the ability to build relationships internally and externally.

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# About Williamsons Solicitors

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Williamsons Solicitors are a friendly and approachable firm with proven experience in all mainstream fields of law and a long history of serving the communities of Hull and East Yorkshire. Our 130-strong team comprises of expert Solicitors, Chartered Legal Executives and skilled support staff, working together to obtain the best outcomes. We have a national, as well as a local profile. We are Lexcel accredited and provide training opportunities for our employees along with competitive salaries. Williamsons is an equal opportunities employer.

We offer a friendly, hard-working environment and the successful candidate will be employed to work within a tight-knit team of highly experienced specialists, joining a busy department to manage a caseload of Private Client matters.

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# The Role

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## The Role |

Provide expert legal advice to clients ensuring their interests are best served and protected. Negotiate settlements and agreements on behalf of clients, striving for the best possible outcomes. Represent clients in court proceedings or during negotiations with opposing parties. Conduct thorough research and analysis of legal issues to support case strategies. Maintain accurate records of client interactions and case progress. Stay updated on changes in legislation and legal practices to provide informed advice. Take client's instructions. Advising a client on the law and legal issues relating to their case. Respond quickly and efficiently to all client's needs and requests. Researching and analysing documents and case law to ensure the accuracy of advice and procedure. Conducting research and keeping up to date with legal and industry practices. Corresponding with clients and opposing parties. Attending meetings and negotiations with opposing parties. Preparing papers for court. Attending Court Hearings and RTM. Negotiating with clients and other professionals to secure agreed objectives. Instructing barristers or specialist advocates to appear in court for the client in complex disputes. Excellent collaborator, with a collegiate approach to knowledge sharing and problem solving, both internally and with clients. Calculating claims for damages, compensation, maintenance. Administrative duties, for example, time recording. Dealing with referrals from other firms of solicitors, for example when a conflict of interest arises. Well versed on developments in the law by reading journals and law reports, attending courses seminars, and viewing webinars. Ensuring continued professional development and undertaking a range of (CPD) activities throughout each year. This is not an exhaustive list but outlines the fundamental tasks & responsibilities.

*Please Contact -*

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# Responsibilities

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## **Responsibilities |**

Arranging meetings for Fee Earners with clients

Assisting with routine correspondence and enquiries from clients, members of the public and contacts

Diary maintenance

Transcribing documents from hand-written notes and digital dictation

Preparing bills as requested

Maintaining paper and electronic files, keeping records, confidential and general filing systems

Administrative duties such as photocopying, scanning, answering telephones and taking messages

Ensuring clients have a pleasant and positive experience

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# Benefits

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## Benefits |

- Supportive collaborative team working environment.
- Career progression
- We care package (giving you and your family who reside with you, access to UK-based GPs, mental health support service, get fit program and more.
- Group Live benefit (3 x salary)
- Staff concessions on services supplied by Williamsons

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