

EXPERT WITNESS Job Description

JOB TITLE:	Expert Witness (Self-Employed)
DATE OF JOB DESCRIPTION:	June 2017
SALARY SCALE:	£flexible, plus travel expenses and mileage reimbursement
HOURS OF WORK:	Full Time / Part time (flexible hours)
ACCOUNTABLE TO:	Managing Director

JOB CONTEXT

Jane James and Associates offers an assessment service for the representatives of those involved in personal injury and clinical negligence litigation both in the UK and abroad.

Our team of expert consultant nurses and occupational therapists provides comprehensive assessments of the care, case management and equipment needs of claimants arising from negligence, road traffic and other accidents. Initially, this involves visiting and assessing the claimant in hospital or their home environment and thereafter providing a detailed report to guide our solicitors and assist the Courts in relation to quantum.

JOB PURPOSE

- To undertake instructions on behalf of the Claimant and the Defendant to prepare expert witness reports on:
 - Past, present and future health and social care requirements.
 - Rehabilitation needs
 - Aids and equipment
- To discuss and prepare joint statements
- To attend Case Conferences
- To attend Court

- To maintain accurate and detailed reports and accounts relating to all work carried out.
- To undertake external training for solicitors and insurers and internal training as and when required.

KEY RESPONSIBILITIES:

Accountability

- Maintain a high degree of responsiveness to clients' demands, producing well-researched and appropriate recommendations and reports on the personal and practical care requirements of claimants.
- Implement effective systems, procedures and standards for Expert Witnesses.
- Achieve agreed service delivery standards.
- Maintain effective standards for risk assessment.
- Provide accurate information on chargeable hours.

Relationship Management and Marketing

- Ensure all instructions meet appointed deadlines.
- Maintain strong communication channels with JJ&A and develop effective internal communication tools.
- Promote the development of effective relationships with key clients, agencies and professional bodies.
- Represent JJ&A Consulting on relevant professional forums.
- Implement agreed marketing and business development strategies.

Quality and Improvement

- Set high standards, monitor effectiveness and stay abreast of professional issues.
- Maintain professional registration and comply with professional codes of conducts.

- Promote process of improvements based on the identification and implementation of best practice in Expert Witness services.
- Maintain own personal development.

Record Keeping

- Use internal management system to maintain accurate and up to date client records.
- Maintain accurate time recording activities for cases.
- Ensure invoicing is done in a timely manner and in line with company policy and procedures.

Other

- Maintaining confidentiality at all times.
- Sharing knowledge and information with other team members and across the organisation.
- Ensuring that all requirements outlined in procedures and policies are personally adhered to.
- Undertaking such other duties as may be delegated to the post-holder from time to time.

CHANGES

This is a description of the job as it is presently constituted. It is the practice of JJ&A Group to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you.

This job description is supported by annual objectives and performance standards to provide an indication of the level of performance expected from the role.

PERSON SPECIFICATION

JOB TITLE: Expert Witness
(Self-Employed)

DATE OF JOB DESCRIPTION: June 2017

RESPONSIBLE TO: Managing Director

	Essential	Desirable
Qualifications and Experience	<p>Minimum of 8 years clinical experience</p> <p>A registered nurse and current professional registration</p> <p>Experience of working in the community</p> <p>Experience of complex and continuing Care packages</p>	<p>10+ year clinical experience</p> <p>Specialist knowledge of spinal cord injuries</p> <p>Experience of private sector</p>
Skills	<p>Sound and logical clinical reasoning</p> <p>Excellent verbal and written communication skills paying attention to detail</p> <p>Excellent level of numeracy</p> <p>Effective organisational and planning skills</p> <p>Good IT skills</p> <p>Proven interpersonal skills both verbal and written</p>	<p>Excellent IT skills to advanced level on Microsoft applications</p>

	Essential	Desirable
Abilities	<p>Ability to organise time effectively in a fast moving environment</p> <p>Ability to drive and use of own vehicle</p> <p>Ability to work well under pressure</p> <p>Ability to make sound recommendations which stand up to scrutiny</p>	
Personal qualities	<p>Ability to use own initiative appropriately and be proactive</p> <p>Committed to own and team success</p> <p>Ability to work individually or as part of a team</p> <p>Work flexibly and have a positive approach to work</p> <p>Be an inclusive communicator</p> <p>Be self-motivated and work unsupervised</p> <p>Be well presented and smart</p>	
Other	<p>Ability to work long hours occasionally with notice</p> <p>Ability to travel overseas occasionally</p> <p>Commitment to equal opportunities</p>	