

# Job Description

**Role: Head of Department / Fee Earner**

**Department: Housing Disrepair**

## Overview

We are looking for a head of department for our Housing Disrepair department, based in Newcastle. The ideal candidate will have previous Housing Disrepair experience.

## Role & Responsibilities

- Responsible for the supervision and monitoring of the Housing Disrepair team
- Assisting with the draft processes and standard letters, documents within the team
- Identifying training needs for team members
- Regularly reviewing Recovery Handlers' files and providing advice and support as necessary
- Auditing Housing Disrepair files and providing feedback to Partners
- Providing data/statistics to Partners in relation to files upon request
- Maintaining client database
- Liaising with witnesses, surveyors and other experts
- Preparing documents to submit claims

## Candidate Requirements

- Excellent knowledge of housing disrepair claims including litigation
- At least 1 year litigation experience
- Ability to review information/updates in relation to legal procedures and/or assessment of quantum

## Candidate Attributes

- Team player with a positive, enthusiastic, conscientious and pro-active approach
- Ability to cope with conflicting demands and meet deadlines
- Communicates effectively at all levels, both verbally and written
- Ability to demonstrate behavior in keeping with the firm's core values.

## Salary

Dependent on experience.

## About TRUE

Recognised in its fields by the Legal 500 and with over 25 years' experience, we are regarded as one of **the top specialised Law Firms in the UK**. We're committed members of the Association for Personal Injury Lawyers and a dedicated law firm for Headway (The Brain Injury Association).

Across our two offices (Newcastle & Birmingham) our experienced solicitors and their talented teams focus on obtaining compensation for clients who have suffered from: personal injury, medical negligence or financial mis-selling. We also have our dedicated residential conveyancing team helping those buying, selling or re-mortgaging their homes, and a fantastic strategic support network comprising HR, Marketing & Business Development, Finance and Compliance. We're also delighted to share that we are rated 'Excellent' on Trustpilot by our clients.

## TRUE Perks

We're proud to offer our employees:

- **Hybrid working** (office & home working) available.
- **23 days holiday, plus Bank Holidays** per annum. Holiday allowance increases yearly up to 25 days.
- **Holiday Purchase Scheme** (You can buy up to 1 week's annual leave).
- **Death in Service** following 1 years' service.
- Auto-enrolment **Company Pension**.
- **Travel to work schemes**; Bike to Work Scheme, Public Transport Pass Scheme.

