



## Job Description

<b>JOB TITLE:</b>	Paralegal – Claims & Underwriting
<b>DEPARTMENT:</b>	Legal & Regulatory
<b>JOB HOLDER:</b>	
<b>REPORTS TO:</b>	In House Counsel – Head of US Claims and Underwriting

<b>Purpose of the Job</b>
To support the Brit Insurance legal team in managing US legal risk in Claims and Underwriting by aiding counsel with insurance/reinsurance underwriting, and insurance coverage litigation case management for the Claims Department and Underwriting teams.
<b>Principal Accountabilities</b>
<ul style="list-style-type: none"><li>• Provide support to the Brit legal team to allow the efficient management of the Group’s legal risk;</li><li>• Actively manage service of suit notifications and ensure they are documented and delivered to the Claims Department.</li><li>• Assuming primarily responsibility for drafting and compiling various reports used by the team including monthly ECO updates/report (of extra contractual claims against the company which also requires a preliminary categorisation and chasing claims handlers for updates of these claims), and draft Quarterly Litigation Report for Insurers.</li><li>• Supporting E-Discovery and co-ordination of data collection in response to written discovery responses.</li><li>• Bi-Monthly report (word format) of matters worked on by the team. Organising the report and chasing team members to ensure that it is updated.</li><li>• Reviewing and preparing NDA’s or preparing summaries of same as requested.</li><li>• Collaborating with lawyers (internal and external) and business partners to gather information and investigation from clients and others. Reviewing client/business files providing oversight and suggestions to lawyers and others on appropriate action steps. May interview clients, witnesses and others as required. May locate, contact and act as liaison for expert witnesses in a variety of fields.</li><li>• Under lawyer direction, legal research with associated drafting of reports, memoranda, position papers, and other documents as necessary and assuring organisation of supporting files. May review legal documents to ensure compliance with court requests and applicable rules of court. Drafts and prepares correspondence and other written documents as required.</li><li>• Collaboratively working with internal and external staff on various projects, with focus on oversight and management of outside legal services vendors including Bottomline and Legal-X.</li><li>• Support the quality control and measurement of US Defence and Monitoring Counsel.</li><li>• Support in the drafting and/or review of documentation received or produced by the Claims Department including: settlement and release agreements, commutation agreements, confidentiality agreements, statements of case, and witness statements;</li><li>• Work with In House Counsel – Head of Claims and Underwriting to manage appointment and review of legal panel and maintenance and review of Claims Guidelines;</li><li>• Manage and control the service and advice provided by external US legal advisors to ensure maximum value is achieved, including the exercise of an appropriate level of oversight in respect of firms providing their services.</li><li>• Manage the organisation and scheduling of seminars on recent US legal developments or key legal issues and relevant claims related regulations;</li></ul>

**Regulatory Conduct Rules**

1. Act with integrity.
2. Act with due skill, care and diligence.
3. Be open and co-operative with Lloyd's, the FCA, the PRA, and other regulators.
4. Pay due regard to the interests of customers and treat them fairly.
5. Observe proper standards of market conduct.

**Education, Qualifications, Knowledge, Skills and Experience:**

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- Minimum of five years of experience as a defense litigation paralegal or in-house experience required.
- Solid analytical and writing skills.
- Ability to maintain professionalism under pressure and converse with stakeholders.
- Extensive knowledge of both the Federal and State court systems in the US.
- Prior insurance litigation or claims experience is preferred.
- Strong computer skills including Microsoft Office suite, electronic legal research tools and business-related software systems such as Adobe and others.
- Excellent written and verbal communication skills with the ability to convey information in a clear, concise and effective manner.
- Strong working knowledge of all areas of litigation, with emphasis on electronic document disclosure.
- Excellent organisational skills including the ability to prioritise and co-ordinate multiple tasks.
- Collaboration, negotiation and presentation skills essential.
- Able to communicate effectively with internal and external stakeholders at all levels of sophistication.
- Education and Experience: Bachelor's degree, and/or completion of an accredited paralegal program, or equivalent is preferable but not essential. Prior paralegal experience in area of litigation, complex and defence litigation strongly preferred. Insurance background preferred.

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As a term of your employment you may be required to undertake such other duties as may reasonably be required of you in the post and department mentioned above.

Signed by the candidate.....

Name ..... Dated .....