

Litigation Lawyer (CICA Department)

Location: Office based - Orchard View 112 Street Lane Leeds LS8 2AL

Permanent, Full Time

Salary:

Job Purpose

The primary purpose of the role is to provide expert support and representation to clients pursuing compensation through the Criminal Injuries Compensation Authority (CICA). The jobholder will play a vital role in progressing cases, securing fair compensation for clients, and delivering excellent client service.

Main Responsibilities

- Manage a caseload of CICA claims from initial instruction through to resolution.
- Provide clear advice to clients on eligibility, evidence requirements, and compensation levels under the CICA scheme.
- Prepare, submit, and progress CICA applications, including appeals and tribunal hearings.
- Liaise with medical experts, witnesses, and other professionals to build strong cases.
- Review police and medical evidence.
- Draft legal documents, correspondence, and detailed submissions for appeals.
- Advocate on behalf of clients in CICA appeals and hearings (where applicable).
- Maintain accurate case records, ensuring compliance with regulatory and internal policies.
- Keep up to date with legislative and procedural developments relating to CICA.

Person Specification

Essential Criteria Required

Experience

- Previous CICA experience within a legal practice environment.
- Knowledge of the CICA scheme and/or compensation claims processes preferred.
- Experience of working in a client/customer facing or customer service role

Skills

- Excellent client care skills with the ability to handle sensitive matters with empathy.
- Ability to manage a busy caseload and work to deadlines.
- Strong legal drafting, research, and analytical skills.
- Ability to produce high quality and accurate work.
- Ability to analyse information and use good judgement to make decisions.
- IT proficiency, including case management systems and Microsoft Office.
- Capable of using diplomacy, tact and sensitivity when dealing with others
- Excellent team player who can get on with others
- Ability to handle sensitive information
- Ability to work autonomously and as a team.
- Good information technology skills - must be adept in use of MS Office, particularly Word and Outlook, and ideally case management systems to a basic level, internet and email.
- Possess commercial awareness

Behavioural characteristics

- Compassionate and client-focused, with a commitment to achieving the best outcomes.
- Strong communicator, able to explain complex legal issues in plain language.
- Is resilient, able to manage difficult situations internally.
- Self-motivated, organised, and proactive in case management.
- Team player with a flexible approach to work.