JOB DESCRIPTION – EXPERT WITNESS

Purpose: To provide independent expert opinion to assist the Court to make decisions on quantum cases in relation to severe and catastrophic personal injury and clinical negligence claims.

MAIN REQUIREMENTS AND RESPONSIBILITIES

To the instructing party:

- Undertake an assessment, usually at the Claimant’s home.
- Analyse and quantify those needs.
- Present recommendations in written format and verbally.
- Attend case conferences in person or on the telephone and/or Court, as required
- Liaise with other agencies in the voluntary, statutory and private sector as and when required and when appropriate to do so.
- Provide advice to the instructing party where there may be omissions in evidence which you may require in order to confirm your opinion and recommendations.
- Complete report by the deadline as negotiated with the instructing party and/or as per the Court Order.
- Communicate fully with instructing party of any circumstances that may lead to a delay in the provision of a piece of work.
- Respond promptly and professionally to all communication from instructing party.

To the Court:

- Attend Court at appointed time.
- Provide the Court with a factually accurate and independent opinion.
- Know your own report inside out and be able to give clear, succinct answers to questions in relation to your report.
- Ensure that all comments/advice given to the Court is within your own personal knowledge or expertise.
- Advise the Court when requests or questions are beyond your own expertise.
To Bush & Company:

- To write, proof read, sign and take full responsibility for your report and any follow-up work.
- To carry out any follow-up work associated with the case, such as case conferences, updating your report, revisits, joint meetings etc. until the case settles.
- Seek advice from supervisor/mentor as required, in terms of clinical issues and in terms of the management of the case.
- Follow the quality assurance process as set out by Bush & Company for all written work.
- Take advantage and participate in as many training opportunities as possible to develop your skills within your specialist area.
- Manage your own workload within the timescales and deadlines agreed.
- Keep to fee quote provided to the instructing party, advise Bush & Company immediately if this is not possible and further negotiation is required.
- Review any instructions/documentation upon receipt and inform Bush & Company if any work is beyond your expertise or if there is a conflict of interest.
- Share information, learning experiences and case examples with colleagues within Bush & Company (this information can be circulated by head office).
- Respond to all communication from the office promptly and professionally.

QUALIFICATIONS AND EXPERIENCE

- Proof of relevant professional qualifications.
- 10 years’ minimum postgraduate experience in the appropriate field.
- For care experts experience of rehabilitation in the community is desirable. Experience should also include the assessment of care needs and the awareness of the difficulties associated with the implementation of care packages, whether that is by agency or directly employed care.
ESSENTIAL PERSONAL QUALITIES

• Ability to make decisions with relative ease, ability to take risks in relation to decisions, as and when required.
• Ability to support opinion/recommendations with sound clinical reasoning as well as the evidence made available.
• Ability to assess the situation and then prioritise, for example, when to take a global view, when to focus on detail and when to or when not to compromise.
• Ability to be proactive in managing all issues associated with the case and be responsive to any administrative tasks such as emails, phone calls etc. as required.
• Self-confident and assertive. Must have the ability to project a professional image at case conferences and at Court. Must be able to deal with lawyers, medical experts and other professionals confidently and appropriately.
• Ability to manage own time. Ability to cope under pressure, particularly in relation to fluctuating workload and conflicting commitments.
• Ability to work independently but at the same time be aware of your own limitations.
• Ability to build rapport quickly with others.
• Ability to undertake a holistic assessment, pick up on non-verbal cues, empathise with a person’s situation and relate to different people from different social classes and backgrounds.
• Ability to pay attention to detail in relation to your assessment and in relation to all written work.
• Being conscientious and taking pride in your work.
• Ability to work as part of a team and have the ability to accept criticism and/or have your opinions challenged.
• Ability to be flexible in terms of your working hours and days, particularly in terms of last-minute Court cancellations/deadlines/additional work etc.

DESIRABLE PERSONAL QUALITIES

• Ability to travel longer distances to assess Claimant's, occasionally requiring overnight stays.
• Ability to take on urgent work.
• Willingness to assist with any marketing campaigns/initiatives.
• Ability and willingness to provide information for other experts and to provide information for the paragraph library.
ESSENTIAL CRITERIA REQUIRED TO UNDERTAKE EXPERT WORK WITH BUSH & COMPANY

- Intention to remain up to date in terms of expertise and continuing professional development for imminent future and until settlement of your final case.
- Comprehensive grasp of spoken English and high standards of written English with attention to detail.
- Current car driver’s license or the ability to travel via public transport with ease.
- Dedicated working space at home or in a rented office that offers secure storage for documents.
- Access to a suitable PC/laptop and telephone.
- Ability and stamina to prepare lengthy reports using the company report template.