



**Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta
National Treasury Management Agency**

Job Title: Legal Secretary – Clinical Litigation
Division/Function: Clinical Litigation Unit, State Claims Agency
Reports to: Head of Clinical Litigation
Job Family: Legal
Career Stream: Business Support
Career Zone: Administrative
Contract Type: Permanent

Closing date is the 22nd October

Summary of the Business

The National Treasury Management Agency (NTMA) provides asset and liability management services to the Irish Government. It has evolved from a single function agency managing the National Debt to a manager of a complex portfolio of public assets and liabilities.

Businesses managed by the NTMA include borrowing for the Exchequer and the management of the National Debt, the State Claims Agency, the New Economy and Recovery Authority (“NewERA”), the Ireland Strategic Investment Fund and the National Development Finance Agency. The NTMA also assigns staff to the National Asset Management Agency and SBCI.

The State Claims Agency performs its duties on behalf of the NTMA in managing personal injury, property damage and clinical negligence claims against delegated State Authorities including Government Ministers, The Attorney General, Healthcare Enterprises, The Commissioner of An Garda Síochana, Prison Governors.

Working at the NTMA offers excellent benefits including:

- Flexible work options including remote working and variable work hours
- An extensive wellbeing programme
- Excellent learning and development opportunities that allow for full career development within the organisation
- A diverse range of initiatives: LGBT+, Gender Matters, Disability Awareness, Sports & Social, Volunteering and lots more.
- Reimbursement of annual professional membership fees
- Defined Benefit Pension Scheme

Role Summary

The State Claims Agency is seeking to recruit a legal secretary to its Clinical Litigation Unit. This is a permanent position.

The legal secretary provides support to a group of solicitors and a paralegal in defending personal injuries claims brought against Delegated Authorities.

Principal Accountabilities

The responsibilities of the role will include:

- Providing day to day business support to litigation solicitors in the performance of their duties
- Typing, to include proceedings, letters, attendance notes and memoranda.
- Preparing papers for counsel and/or witnesses and for Court
- Assisting at court hearings, as required
- Diary management of motions, hearings and review dates
- Scheduling appointments and co-ordinating meetings
- Organisation and maintenance of case files and general filing management

Experience

- A minimum of 3 years secretarial experience in plaintiff and/or defence personal injury litigation.
- Experience of working in clinical litigation an advantage

Skills

- Interpersonal Skills
- Collegiate, flexible and adaptable
- Excellent communication skills, both verbal and written
- Ability to self-manage and self-direct
- Brings collaborative approach to tasks
- Ability to work as part of team and take directions and be able to work independently

Technical Skills

- Excellent and accurate typing skills including digital dictation
- Proficiency in core Microsoft Office products.
- Knowledge of personal injuries litigation process
- Attention to detail
- Excellent organisational skills, especially with electronic and hard copy documents
- Ability to prioritise and complete urgent tasks and meet deadlines
- Relevant Diploma or Certificate an advantage

The NTMA is proud to be an equal opportunities employer. We recognise that a diverse and inclusive workplace informs better decision making, creative thinking, innovation and drives business performance. We are strongly committed to ensuring that our workforce is representative of our society. The NTMA welcomes applicants from diverse backgrounds. Necessary arrangements can be made at interview stage to accommodate the needs of candidates with disabilities

Applicants should email their CV to info@opendoorsinitiative.ie no later than 4pm on 15th October 2021.