**Why Nexus?**

Metro and the wider public transport network are the life blood of North East England. Nexus and the people who work for us are the heart of that network, keeping millions of customers on the move. We make sure our customers are at the heart of everything we do and we employ c.1000 employees to ensure they all have a great experience, no matter where their final destination.

**The role – Legal Claims Manager**

Nexus’s busy Legal Team is looking to recruit an experienced Paralegal, Litigation Executive, Legal Executive, or a Junior Solicitor, with a strong litigation background, to run a caseload of employer liability and public liability claims.

The Legal Claims Manager will be responsible for running their own caseload and supporting other solicitors in the Legal Team with their workloads, undertaking a range of legal services and related functions in support of Nexus.

**The person**

The successful candidate will be responsible for the day-to-day management of pre-litigated and litigated claims.

You will be someone with recent experience of managing a personal injury (EL/PL) caseload in a private practice or in-house setting. You may be seeking a new challenge in the transport sector, looking to gain experience in an in-house environment, or perhaps looking to work more flexibly in a public sector role.

Working within the busy Legal team you will be a team player, contributing to the success of the department. You will have excellent organisational skills and the ability to engage with both internal and external stakeholders to ensure the management of claims is carried out to a high technical standard.

The successful candidate will possess excellent communication and planning skills, strong analytical and investigation skills, effective document and file management skills, and a high level of attention to detail.

More information can be found in the job description and person specification.

* be employed within the Council or a local business we work with
* earn a wage not less than the minimum wage for an apprentice / my age
* follow a structured training programme
* receive both on and off the job training
* develop their skills to ensure they can do the job well

As an apprentice, you’ll undertake your programme during your normal work time. Your employer will be expected to release you to study at least one day a week in our training centre as part of your paid time at work.

Although the programme can be demanding, it is also extremely rewarding and career progression for apprentices is excellent. Over 90% of our  apprentices move into a higher apprenticeship or full employment on completion. **What can Nexus offer you?**

* Salary circa £28,000 per annum, subject to experience
* 27 days annual leave, plus bank holidays
* 36 hours per week and the opportunity to work on a flexi basis, within the demands of business need
* A suite of work life balance policies, including Homeworking Policy
* You will be automatically enrolled into the Local Government Pension Scheme (LGPS)
* Free travel within Tyne and Wear on Metro, Buses and the Shields Ferry
* Access to an Employee Assistance Programme and a healthcare scheme for you and your family

**How to apply**

Download an information pack from nexus.org.uk or visit [North East Jobs](https://www.northeastjobs.org.uk/).

**The Selection Process**

Candidates will be required to complete an application form demonstrating how they meet the requirements of the role.

Closing date for application is 26 September 2021.

As part of the selection process, we may ask you to complete relevant and appropriate assessments. If offered a position with Nexus, we will provide a conditional offer subject to passing a satisfactory medical assessment by a Nexus specified Medical Officer, satisfactory references and evidence of relevant qualifications.

**Other information**

Nexus is doing everything it can to review and respond to how we approach our selection and induction processes during the Covid-19 pandemic.

At Nexus, the safety of our employees is the first thing we consider every day and we are being as flexible as we can to make the recruitment process as safe and as smooth as possible.

The spread of Coronavirus presents new challenges in making sure our workforce is protected, while we continue to provide safe public transport for our passengers.

We follow closely the advice from Public Health England and update our risk assessments regularly in line with the evolving detailed Government guidance to keep our employees safe.

Nexus work within a suite of policies, which will be available to you when successful in a position.

**Come and be part of our story**

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