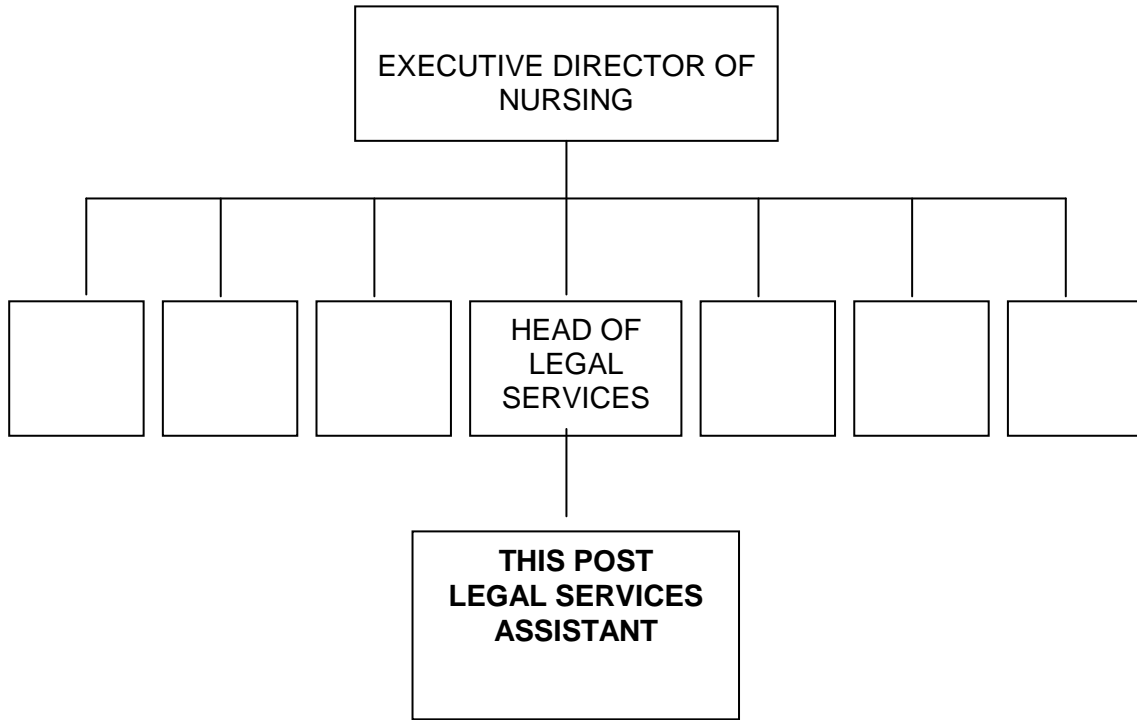


4. ORGANISATION CHART



**5. QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE
REQUIRED**

6.

AREAS)

6.1 Case claims

1

cess on receipt of a new claim, liaising with solicitors. As datix is used on a day to day basis the applicant should have a working knowledge of same or a similar management system, i

9. CONDITIONS OF SERVICE

HOURS: 37.5 hours per week

ANNUAL LEAVE (excluding bank holidays)

27 days per annum on appointment

29 per annum after 5 years service

33 days per annum after 10 years service

SALARY:

Band 4 £

This job description is intended as a guide to the general duties required of this post, which may vary from time to time. It does not form part of the terms and conditions of employment.

Employees are required to co-operate with management and safety representatives on matters relating to the Health and Safety at Work Act.

This post is bound by the Trust regulations on confidentiality.

This post is subject to an exception order under (42) of the Rehabilitation of Offenders Act 1974.

10. JOB DESCRIPTION AGREEMENT

Signature

.....

Date:

.....

**Head of Legal Services
Signature**

.....

Date:

.....