

Medico Legal Advisor

Job Title:	Medico Legal Advisor
Hours:	28 hours a week (part time)
Salary:	£37,655 (£30,124 pro rata), Scale Point 20 rising to Scale Point 23. Annual increments are paid until the top of the scale is reached. A discretionary cost of living increase is usually applied each year in addition.
Holiday:	25 days a year (pro rata for part time), plus bank holidays. An additional day's leave is acquired for each year of service up to five days. In addition, the office closes over the Christmas break for 3 days, for which annual leave does not have to be taken.
Location:	Remote, but with travel expected. We have a base office at London Bridge and attendance at meetings there is expected as well as at Inquests
Responsible to:	Medico Legal Team Leader and Medico-Legal Director.
Applications By:	10am: 6 th August 2025
Interview Dates:	13 th & 14 th August 2025. Interviews to be held online.

Main Duties:

The successful candidate will be expected to endorse and promote the objectives set out as part of AvMA's five year strategic plan.

1. Lawyers Service

- Providing high quality services to our lawyers including identifying and recommending appropriate medical experts to clinical negligence solicitors; maintaining and developing the medical expert database.
- Routinely considering the Experts' Protocol and ensuring that it remains relevant and fit for purpose.

2. Inquest Service

- Assessing cases for eligibility for AvMA's pro bono Inquest Service according to AvMA's criteria.
- Preparing cases for the coroner's court to include sorting medical records; liaising with bereaved families by phone and in writing; researching medical literature; taking and preparing initial statements; liaising with the Coroner's officer; securing appropriate disclosure documents; instructing counsel;

assisting with preparation of bundles of documents for the hearing. Identifying general and specific patient safety issues; considering need for Prevention of Future Death Reports and or Action Plans.

- Attendance at pre-inquest hearings and inquest hearings with counsel and the family. This may involve travel and overnight stays. Out-of-pocket expenses are paid. Although overtime is not payable, time out of the office is recoverable in accordance with AvMA Time Off in Lieu (TOIL) policy. Attendance may also be required to attend partial remote hearings via Teams/Zoom
- Capturing and recording key data from inquests, securing feedback from clients.
- Working with Medico Legal Team Leader to ensure appropriate publicity on case outcomes where appropriate to include obtaining relevant client consents and that the case is written up for potential publication in AvMA's Lawyer Service Newsletter

3. Advice & Information Service

- Providing advice, support and information to the public through written casework. This involves helping people affected by medical accidents to obtain an understanding of what has happened to them, their rights and the most appropriate option(s) for resolving their concerns and meeting their needs including referrals to panel solicitors.

4. Helpline

- Providing advice and assistance to the public on AvMA's specialist helpline. Training will be given and in due course assisting the Helpline Development Officer to train helpline volunteers.

5. Other Duties

- **To endorse and promote** the objectives set out as part of AvMA's five year strategic plan: [AvMA's 5 Year Strategic Plan](#)
- **Junior Certification:** Promoting the Certificate Competence Scheme (junior lawyer scheme) to include assessing applications received
- **Feedback from clients:** Working on the direction of ML Director and ML Team Leader to secure maximum feedback from clients on inquest and advice and information services
- **Website:** Helping to keep AvMA self-help leaflets up to date on the website
- **Occasional representation of AvMA at meetings and events**
- **Conference:** To help develop AvMA's annual conference programme and other conferences as appropriate.

Person Specification

Essential:

1. Holds a legal qualification. A medically qualified person with legal experience may also be suitable.
2. Demonstrable knowledge and/or experience of clinical negligence litigation, in particular a sound understanding of the legal principles as they relate to clinical negligence civil claims and inquests.
3. An understanding of the principles underlying the European Convention Human Rights
4. Knowledge of inquests and the rules and Acts governing coronial law.
5. Good client care skills: Able to work with tact, empathy and understanding with people who are vulnerable, distressed or traumatised by their experience of a medical accident whilst managing their expectations.
6. Knowledge and/or experience of the NHS complaints and private healthcare complaints procedures
7. Prepared to travel to inquests and stay overnight when required.
8. An awareness of the changes and challenges facing the legal profession in relation to clinical negligence work
9. Good communication skills, with the ability to articulate clearly and effectively both in writing, on the telephone, and face to face.
10. Ability to lead, manage and work effectively both as a member of a team and on own initiative. The post holder must be somebody who is well organised and can remain good-humoured under pressure.
11. Forward thinking and able to suggest appropriate changes to AvMA's services to meet the changing needs of the public and the clinical negligence marketplace.
12. Passion, commitment and drive to promote patient rights and follow the aims of AvMA.
13. IT literate and confident with technological change. Able to identify opportunities to improve our data collection systems; an awareness of the power of social media and how to use it to promote AvMA's work.
14. Committed to principles of equal opportunities and diversity and inclusion.

Desirable:

- A. Some knowledge or experience of the law and/or procedures relating to professional regulation.
- B. Previous experience of advice or advocacy work.
- C. Previous experience of developing good relationships with counsel and medico-legal experts
- D. An understanding of the issues relating to solicitor/client costs, particularly in clinical negligence cases
- E. Experience/interest in collecting data, and monitoring quality.
- F. Litigation experience

Background Information

About AvMA

Action against Medical Accidents (AvMA) is the independent UK wide charity for patient safety and justice, established over 40 years. AvMA is widely credited with both having put “patient safety” on the map and having brought about huge advances in access to justice for those patients who have been affected by lapses in patient safety (“medical accidents”).

AvMA is a unique organisation for many reasons, not least because we provide free advice and information to members of the public who have suffered injury because of negligence and substandard medical treatment. Our core advice services are our Helpline (open five days a week), written advice and information and pro bono inquest service. Through these services we help over 2,500 people a year, including signposting to accredited medical negligence solicitors where appropriate. We are constantly reviewing how best we can develop services to best meet unmet needs; we have a focus on providing up to date information through our self-help leaflets available from the website.

AvMA also enjoys a special relationship with lawyers practising in clinical negligence and medical law. We accredit specialist clinical negligence solicitors and are in the process of rolling out a Certificate of Competence scheme to help support junior lawyers working towards AvMA Panel accreditation.

This is an interesting and challenging time for clinical negligence work particularly clients and claimant lawyers. AvMA is committed to promoting good client care and the AvMA Panel is the main vehicle for this, however we are in the process of rolling out a Certificate of Competence scheme which is aimed at junior lawyers who are not ready for AvMA Panel Membership.

AvMA is keen to make the best use of information technology to ensure that the public can access the information they need in a variety of different forms. We pay particular attention to ensuring that our information leaflets are fully up to date, relevant and easily accessible from the AvMA Website. This is an ongoing and continuous process and one which the Medico-Legal department leads on.

More generally, the Medico–Legal Department seek to identify trends and issues which help inform AvMA’s campaigning agenda and policy development.

AvMA’s Medico-legal services

AvMA’s Medico-Legal Department is comprised of services to support the public and services to lawyers, our Medico Legal Caseworkers are involved with all aspects of our services which provides variety and job satisfaction.

The core services can be described as follows:

Services to support the public:

- I. A national helpline.
- II. Written casework, including reviewing lawyers’ decisions to turn cases down upon receipt of expert evidence.
- III. Inquest service.

Services to clinical negligence lawyers:

- I. Providing medical expert witness recommendations to our Lawyers Service members.

We also provide advice to lawyers (who have varying degrees of expertise in medical negligence litigation) to help them handle their client's cases.

- II. Reviewing Expert Protocol to ensure it is up to date and meeting need.
- III. Publication of the AvMA Newsletter

Junior Certification

The successful applicant should be interested in promoting the junior scheme as well as being prepared to contribute to assessing applications from junior lawyers.

The Post

AvMA is currently recruiting for a Medico-Legal Advisor.

AvMA operates as a team and encourages staff to put forward and develop new ideas. Caseworkers in the Medico-Legal department are expected to make suggestions and become involved in the planning of the annual conference and other activities. For this role there is an expectation of travel and overnight stays whilst we support our clients at Inquests.

The work is varied with opportunities to consolidate and use existing skills and develop new ones.

People

Our people are our greatest asset. AvMA currently employs approximately 22 staff (many of whom are part-time), bringing a wide range of skills, experience and passion for what AvMA stands for. AvMA also benefits from a pool of dedicated volunteers and an excellent board of trustees.

Location

This is a remote role. However, there is an expectation that you would travel to attend four in person all staff meetings as well as the Inquests necessary for your role. Attendance at our annual Clinical Negligence Conference is preferred.

General Information

AvMA does not benefit from any government grants or similar funding, we are very experienced at raising our own funds which in turn enables us to maintain our independence and impartiality and focus on our core aims, patient safety and access to justice.

How to Apply

To apply for the role of Medico Legal Advisor, please submit:

1. A Covering Letter (maximum of 2 pages) outlining how your experience, skills, and personal attributes make you an ideal candidate for this role
2. A Comprehensive CV detailing your qualifications, work history, and relevant experience.

Please submit your application using the webform linked to the job advert. Alternatively email your application to humanresources@avma.org.uk with the subject line "Medico Legal Advisor 2025" by 10.00am 6th August 2025.

For more information about AvMA and this role, please visit our website at www.avma.org.uk

We look forward to receiving your application and thank you for your interest in supporting AvMA's mission to ensure patient safety and justice.