

# ROLE PROFILE - Cost Recovery Officer

## Client Protection



### Career Framework: Matrix/Balancing Level 3 (Upper)

<p><b>Role Purpose:</b></p> <p>Role holders will recover costs on behalf of the SRA. Types of costs recovered include, but not limited to Intervention, Disciplinary Proceedings, litigation, Compensation Fund losses, polluter pays, internal fines.</p>	<p><b>Outcomes:</b></p> <ul style="list-style-type: none"> <li>• Receives and analyses information as to the viability of pursuing cost recovery and the appropriate method of doing so in the interests of maximising the recovery of monies paid out by the SRA in pursuit of its regulatory obligations.</li> <li>• Promptly and accurately instructs panel solicitors, where appropriate and monitors their progress to ensure that the cost recovery process is undertaken in a timely and cost effective manner.</li> <li>• Negotiates settlements in the best interests of the SRA. This can be done by the job holder individually, or in conjunction with panel solicitors where instructed.</li> <li>• Evaluates cases at every stage to ensure that action taken is effective and commercially viable taking into account the criteria published on the SRA's website which is not an exhaustive list.</li> <li>• Acts as primary point of contact for external parties, including solicitors and firms, on technical matters within own area of expertise ensuring on time delivery of quality outcomes.</li> <li>• Owns the delivery of case outputs ensuring milestones and quality requirements are met.</li> <li>• Delivers support on the implementation of cross-functional or local projects, ensuring deadlines and quality standards are met.</li> <li>• Provides training and guidance to junior members of staff and ensures their understanding of the SRA's objectives and maximises their contribution</li> <li>• Identifies and actions recommendations for improvements to ways of working to enhance the effectiveness and efficiency of the SRA.</li> </ul> <p><b>Knowledge, Skills &amp; Experience:</b></p> <p>Essential</p> <ul style="list-style-type: none"> <li>• Educated to graduate level or equivalent, preferably in law.</li> <li>• Experience of working in a solicitor's office or similar environment as a solicitor, paralegal or legal executive dealing with debt recovery.</li> <li>• A detailed knowledge of the rules and remedies of debt recovery, the insolvency laws and their practical effect, the Civil Procedure Rules, detailed assessment procedure and the conduct of civil litigation matters generally.</li> <li>• Understanding of objectives and key result areas for own area and how it fits into the SRA</li> <li>• Good written and verbal communication skills in order to explain technical data/give routine advice easily and succinctly</li> <li>• Track record of delivering results by owning work and projects, ensuring successful outcomes</li> <li>• Resilient and able to work in a constantly changing environment</li> <li>• Pro-active and makes decisions</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Works to the weeks ahead with some project contributions extending to the months ahead</li> <li>• Will work on cross-functional initiatives and projects</li> </ul>
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#### This role profile is aligned to the SRA career framework.

The career framework profile outlines the generic requirements which are common to all roles within this type and level. This role profile outlines supplementary role specific requirements. The two profiles should be read in conjunction.