**Proclaim Developer**

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| Department | IT |
| Reporting to | Development Manager |
| Job description updated | November 2024 |

**About Us**

Established in 2000, Express Solicitors is an award-winning law firm that deals with personal injury and clinical negligence claims. Based in Manchester, we serve clients nationwide and are currently ranked 70 out of more than 10,000 law firms. We have a 5-star rating on Trustpilot from over 6,500 reviews, which coming from our clients means a lot to us. We are proud of the work we do helping injured people, and this is the core of our business.

**Role**

Express is currently looking to appoint a Proclaim Developer, who will be responsible for the design, development, and day to day administration of the Proclaim case management system.

The role will be working with our Development Manager, and four other developers and where necessary third parties, in particular Access Legal Systems to ensure that all identified improvements to the system can be integrated efficiently and with minimal impact to end users.

In addition to development, the role will encompass the day-to-day administration of the Proclaim system including template maintenance, user configuration, task server administration and report design and execution.

The role will require co-operation with the general IT department and Operations department.

**Person specification**

Essential:

* General understanding of common database programming and query languages.
* Excellent analytical and problem-solving skills.
* Effective communication skills allowing reporting on a non-technical level of work in progress to senior stakeholders.
* Ability to clearly document and evidence planned changes using project and workflow documentation and retain current configurations for recovery purposes.
* Excellent organisation and time management skills.
* Must understand the concept of internal customers and ensure that internal stakeholders remain confident in the ability of Proclaim to suit the business.
* Strong negotiation skills and the capability to deal firmly with external companies to manage projects and maintenance effectively.

Desired:

Up to and including Proclaim Technical Level 4 training attended or ability to demonstrate equivalent practical experience including:

* A minimum of 5 years’ experience in a similar Proclaim development role.
* Creating new case types, database fields and correspondents.
* Screen design and intelligence.
* Using maths fields and tests to perform specific functions.
* Workflow maintenance including creation of linked actions, forms, secure documents, and master documents.
* Advanced Report training or equivalent practical experience of designing, amending and scheduling reports.
* Understanding of design and execution of SQL queries.
* Experience of designing and using auto routines.
* Import/Export routines.
* Task server configuration, scheduling, and troubleshooting.
* Familiarity with Proclaim v3.5 and its additional features.
* Experience of design and execution of Macros.
* Knowledge of Proclaim Accounts system and Sage accounting software.
* Experience of Personal Injury, Clinical Negligence, Medical Agency, and Costs Case types.
* Knowledge of SQL or similar database languages and ASP, PHP or similar for Web interfacing.
* HTML knowledge.
* Understanding of web services and multi-platform system interactions.
* Knowledge of Proclaim MI Warehouse
* Understanding of Proclaim A2A integration and maintenance.
* Experience of creating and maintaining Proclaim Secure Docs.
* A practical knowledge of Windows based networks including Active Directory and Exchange.

**Salary, hours & benefits**

* Salary is £40,000 - £50,000, dependent on experience.
* Working Hours: 8:30am to 5:30pm, Monday to Friday and 8:30am to 5pm on a Friday. It may on occasion be necessary to perform maintenance outside of core hours and therefore a flexible approach is required.
* 3/2 hybrid working pattern after probation.
* 23 days holiday a year, rising to 26 days, plus public/bank holidays.
* Extra day’s holiday for your birthday after 2 years’ service
* 3 holiday buy backs per year after 1 year of service
* Private medical insurance after 2 years’ service.
* Enhanced Maternity leave payment if you have over 1 year’s tenure, further enhanced at over 4 years’ service.
* Death in service
* 24/7 onsite Gym access
* Netball/Football team, 10km Manchester team and more
* Active social committee with generous departmental and firm-wide social budget.
* Active training culture and various groups and events such as Diversity and Inclusion.
* Other benefits including Employee Assistance Programme, free fruit & annual (optional) flu jab

**Recruitment Process**

To apply, send a CV to [recruitment@expresssolicitors.co.uk](mailto:recruitment@expresssolicitors.co.uk) or visit our careers page on [www.expresssolicitors.co.uk/careers](http://www.expresssolicitors.co.uk/careers)

Interviews will be conducted by MS Teams and will include scenario-based questioning.

Our employees are our most important asset, we rate skill and ability above all else and our recruitment policy encourages applications from all.

By applying for this vacancy, you are giving us consent for to process your data in line with our Privacy Policy, full details of which can be found on our company website [Privacy notice for website users | Express Solicitors](https://www.expresssolicitors.co.uk/privacy-policy)