**Trainee 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 Trainee Proclaim Developer, who will be responsible for assisting in the development and day to day administration of the Proclaim case management system. [Access Legal Proclaim - Case management for today’s UK law firms](https://www.theaccessgroup.com/en-gb/legal/resources/access-legal-proclaim/)

The role will be working with our Development Manager, 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 mainly involve developing and modifying the Proclaim case management system based on business needs through a combination of coding using the built in language editor ,screen design and using built in developer tools.

You would also be expected to support users of Proclaim with any issues.

There may be opportunities to use other coding languages where required to integrate Proclaim with third party applications.

You will need a great deal of co-operation with the general IT department and Operations department.

Full training in the maintenance, administration, and development of Proclaim will be provided – the successful candidate must bring a strong work ethic, analytical approach and display the ability to apply a common-sense approach to problem solving.

**Person specification**

Essential

* Excellent analytical and problem-solving skills.
* Effective communication skills.
* A methodical approach to working on large projects.
* Ability to clearly document planned and completed work.
* Excellent organisation and time management skills.
* Ability to work as part of a team in the delivery of projects.
* Ability to work under pressure to deadlines.
* Must understand the concept of internal customers and ensure that internal stakeholders remain confident in the ability of Proclaim to suit the needs of the business

Desired

* Programming experience/qualification or equivalent academic qualification.
* General understanding of common database programming and query languages.
* Working with data in software eg: Microsoft Excel

**Salary & Hours and benefits**

* Up to £30,000
* 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)