



**“Working in partnership, we help you recover your costs so you can focus on growing your business”**

# **EXPERIENCED DRAFTSMAN INFORMATION PACK**

**FOR MORE INFORMATION, PLEASE CONTACT THE REGIONAL MANAGER OF YOUR CLOSEST BRANCH OFFICE.**



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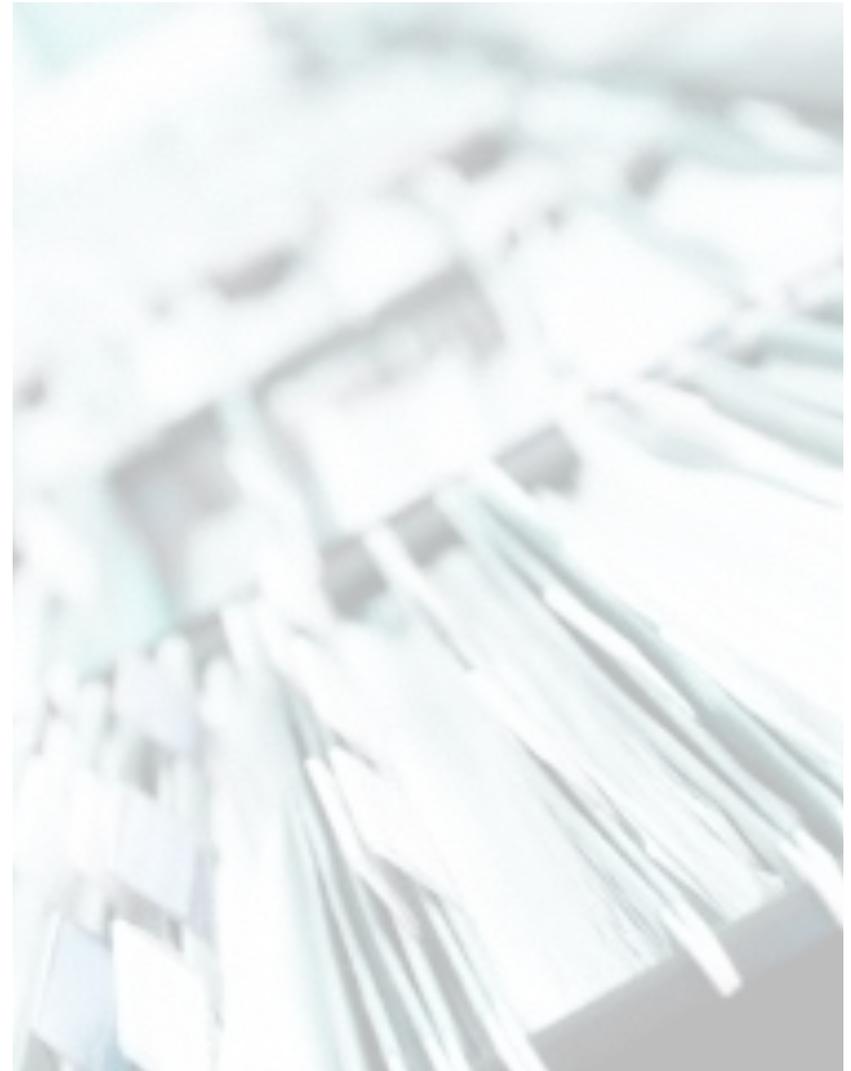
Hello,

Thank you for your interest in applying for a position as an experienced Law Costs Draftsman at John M Hayes.

This information pack has been designed to provide you with all of the information you may need to know about the opportunities available within the company and about the company itself. It will also provide an insight into the experience required and qualities necessary to be successful in the role of a Law Costs Draftsman here at John M Hayes.

We believe that employing the right people is paramount to the continuing success of the company. For those who are successful in their application, we are able to offer an extremely rewarding and challenging career, with opportunities available for continual professional development and financial reward by way of our generous monthly bonus scheme.

We look forward to receiving your application and wish you every success throughout the process.





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## Why John M Hayes?

Here at John M Hayes we pride ourselves on being one of the UK’s leading firms of Costs Draftsmen and providers of outstanding client care; built on over 30 years’ of costing experience, the company has continued to expand, developing into national network of industry experts.

The extent of our geographical spread throughout the UK means that not only are we one of the largest firms in the country undertaking both private and publicly-funded work, but that we also possess an unrivalled wealth of local and national knowledge.



It was from the outset my ambition that everyone who ultimately contributed to my success should also be successful for themselves.

- John M Hayes



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In your role as an experienced Law Costs Draftsman, we are pleased to be able to offer you the opportunity of flexible working, including the ability work remotely from home, whether you're just waiting in for a delivery, or whether you want to work from home on a regular or daily basis.

In order to further your professional development, we are also able to offer you access to our extensive resources and training in order to allow you to expand your existing knowledge.



As long as you are willing to work hard, to listen, learn and change as the law of costs evolves to achieve the best results for our clients, then I believe you will succeed.

- Martin Wright, Costs Lawyer

Overall, although my job title still says Costs Draftsman, everything else about working for John M Hayes is completely different from working for an inter partes *only* firm.. the flexibility and variety of work... quite often I am keen to work until 9pm at night to finish a file - something I would never have thought about doing previously!

- Jessica Taylor, Costs Draftsman



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## Job Requirements:

The successful candidate will have a minimum of two years’ experience as a Costs Draftsman and will be capable of independently managing a busy caseload, including but not limited to negotiations, and the drafting of Claim forms, Bills and Schedules of Costs, Points of Dispute and Points of Reply.

The ideal candidate will also:

- Possess a working knowledge of CostMaster;
- Have experience in a broad range of practice areas, including legal aid costs;
- Be ambitious and self-motivated;
- Demonstrate organisation and efficiency;
- Demonstrate an ability to provide excellent client care;
- Be a team player, willing to participate and share ideas;
- Demonstrate meticulous attention to detail and ability to adhere to deadlines.

Advocacy experience is not required, but would be a distinct advantage.





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## Salary and career progression:

Successful candidates will be given the option to work as a self-employed Consultant Law Costs Draftsman or as an employed Costs Draftsman with an attractive salary, monthly performance-related bonus and pension. The salary on offer is dependent on experience, and will be discussed at the interview stage.

This is an excellent opportunity for the right candidate, with the scope for further career progression into management.

If you're looking for a change, and believe John M Hayes is the place to further your career prospects, please send us a copy of your CV and a covering letter to [recruitment@johnmhayes.co.uk](mailto:recruitment@johnmhayes.co.uk). If you have any further queries, please contact the regional manager of your nearest branch of John M Hayes.

