

Shaine Stead

Devon Close Macclesfield Cheshire

SK10 3HB

Tel:01625 914875

Mob:07802 247 866

Email: shainestead@gmail.com or info@steadlegal.co.uk

Web: www.steadlegal.co.uk

Qualifications: 9 GCSE's Grades

Software Skills:

Microsoft Word / Excel Spreadsheet / Proclaim / Outlook /Google Workspace / Adobe / Web Development Software / Social Media / Digital Marketing Software.

Currently expanding my knowledge in Digital Marketing and A.I. through self-directed learning

Personal Skills:

Very driven and focused

Highly experienced and knowledgeable

Excellent communicator

Exceed targets

Very interested in technology

Adaptable to change

Problem solving

Assisting and encouraging a team

Profile

A very driven, focused, and highly experienced individual who strives to achieve targets, encouraging and assisting others to do the same. and have excellent communication skills with everyone. I have around 20 years experience with Litigation. Over 14 years experience as a Team Manager and more than 10 years of experience in dealing with housing disrepair claims. Dealing with cases from initial client contact through to trial or settlement. Prior to solely focusing my career on housing condition claims my case loads consisted of a mix of Personal Injury claims (RTA/EL/PL) and housing condition claims. Can progress cases in a professional and efficient manner and have an excellent history of exceeding targets. Experienced in cost negotiation and have enjoyed the role of a Costs Team Manager alongside being a Fee Earner and Litigation/Housing Conditions Team Manager.

I am very interested in using technology to improve efficiency, productivity, and profitability within a legal practice. This has driven me to expand my knowledge in digital marketing and artificial intelligence (AI), and I am exploring how these areas can be integrated to enhance client service and streamline the process of claims. I believe that staying up to date and understanding these technologies is essential for success moving forwards in companies.

February 2025 to Present

Owner
Stead Legal Solutions – Macclesfield

Over the last few years following the shift from personal injury there have been a lot of businesses entering the housing condition claims market. My extensive experience and litigation background equip me to provide the expert guidance and support companies needs in dealing with the complexities, and achieve their objectives to maximise their success in this area of law. Therefore, I made the decision to start my own business.

November 2021 to February 2025

Head of Housing Disrepair Team
Imperium Law Solicitors Limited – Macclesfield

Responsibilities:

- Joined the company in November 2021 as the head of the Housing Disrepair Team.
- The team has approximately 250-300 live cases that I oversee and actively work upon with two administration assistants.

- Managing the team and ensuring that all cases are dealt with in line with Civil Procedure Rules and Housing Conditions Pre-action Protocol.
- Developing and maintaining relationships with new and existing introducers of business.
- Creating campaigns to promote our services.
- Reviewing and implementing all procedures in place to ensure proactive progression of claims, and compliance.
- Vetting and assessing claims.
- Ensuring the team is regularly updated regarding any changes within any rules or protocols.
- Dealing with the day to day handling of claims for housing conditions and/or personal injury arising from the conditions of the property.
- Instructing expert witnesses.
- Assessing and advising on liability/negligence, quantum, and prospects of a claim.
- Arranging and attending conferences with Counsel and the Claimant.
- Dealing with all litigated claims for housing conditions from the point of issue through to trial/settlement.
- Preparing and dealing with any interim hearings such as application/directions hearings that are set down for telephone/video conferences.
- Instructing and briefing Counsel for hearings/trials.
- Dealing with the appeals process.
- Preparing and drafting detailed witness statements for Claimants and/or other witnesses.
- Dealing with disclosure and cross referring to letters of claim and expert evidence.
- Reading and checking any outgoing post and emails by other members of staff, whether they be part of the housing conditions team or other teams within the business.
- Updating and maintaining the Court Diary.
- Keeping and updating reports on cases to ensure cases are being progressed in a proactive manner.
- Training and developing less experienced members of staff in relation to housing conditions claims and personal injury.
- Pursuing cases where Defendants are in breach of settlement agreements and/or court orders.
- Preparing and issuing applications to court from pre-action applications to penal notices and/or contempt applications against defendants.
- Developing the Proclaim case management system for the purpose of the company dealing with housing condition claims and automating tasks to reduce the amount of administration required and enable the team and I to focus on progressing cases efficiently.

November 2017 To July 2021

Team Manager
Nicholson Jones Sutton Solicitors formerly Amanda Cunliffe Solicitors

Responsibilities:

- Managing a team of 8 Fee Earners with either a RTA and/or housing disrepair case loads.
- Handling RTA Claims upon drop out from the MOJ Portal to issuing, housing disrepair claims.
- Along with managing the teams, my case load has been around 150-200 files with the majority of RTA's litigated.
- In addition to managing the RTA/HDR team, I was asked to manage the costs team and deal with any cases where by statute bills were required, N260s for trials, negotiating standard cost cases, and ensuring the cost chasers actively pursued outstanding FRC and agreed standard costs.
- Using the Proclaim Case Management System.
- Working with a paperless system.
- Being self-sufficient in all areas of my role as a Litigator and Team Manager.
- Exceeded cost targets.
- Successfully issuing and settling litigated files.
- Assisting and training Fee Earners.
- Reviewing and identifying the team's cases for Issuing.
- Assisting and guiding others with their case loads.
- Assisting with negotiating settlements, preparing predictions on cases progression and setting targets.
- Helping the Team achieve monthly targets/incentives.

- Reporting to the Litigation Manager and Directors.
- Monthly team file audits and guidance.
- Approving the teams issuing of proceedings and checking of pleadings.
- Supervisory reviews of the team's cases at key stages of the litigation process.

June 2013 To November 2017

Associate Almond Solicitors - Droylsden

- Joined Almond Solicitors during their early stages of development and helped grow the team and business.
- Initially employed as a RTA Fee Earner, managing a mixed caseload of MOJ Portal and litigated RTA cases.
- Promoted to Associate within months, which involved me managing and growing the RTA team, and expanding into other areas of civil litigation, including housing disrepair claims.
- Dealing with litigation cases and cases involving complex and long-term injuries.
- Provided training and development to existing and new staff.
- Developed the Proclaim case management system, including linked actions and standard letters, improving team efficiency.
- Key to moving the business to a paperless office.
- Significantly contributed to the businesses financial turnaround. When joining in June 2013, the firm had generated approximately £60,000 in profit costs in the first six months of the year. With a combination of system improvements and staff training, the team and I achieved profit costs of just over £550,000 between June 2013 and June 2014.

October 2010 To June 2013

Senior Litigation Executive SGM Solicitors - Stockport

Responsibilities:

- Handling RTA, EL, PL, OL and Industrial Deafness Claims. My case load was approximately 300 cases and I am able to deal with a case management system (Proclaim).
- Successfully handled cases where Defendants had made allegations of fundamental dishonesty or fraud.
- Self sufficient from initial vetting through to trial.
- Utilising Proclaim case management system, and training new Fee Earners on the system
- An understanding of the MOJ Rapid Claims System with excellent knowledge of the MOJ Portal