



Job Description:

Paralegal

Reporting to: Head of Team

Location: Royston

Responsible for: No direct reports

Special Requirements: This post is office based but will involve out of office activity and travel from time to time.

Access to a vehicle may provide additional flexibility within the role. Flexibility of working hours will be required to meet client needs.

Main Purpose of the Role

To support the practice area to provide a quality, tailored and supportive legal service to our clients on litigation matters

To assist the firm in achieving its professional and commercial objectives.

Main Responsibilities

Generic

Providing clients, with appropriate supervision, with high quality, proactive legal advice, which meets client needs.

Responsible for assisting experienced lawyers with complex cases with the possibility of managing own caseload under supervision as the role develops.

Supporting Senior lawyers (including assisting with larger cases).

Managing own time effectively to facilitate cash flow and credit-management systems, such as time recording, lock-up, cash flow, profitability and billing.

Achieving the firm's time recording targets and assisting and enabling others in the team to achieve fee targets.

Delivering legal services in a manner which is cost-efficient for both the client and the firm.

Using technology to enhance performance.

Enhancing the firm's reputation and position within the community by developing a professional reputation, participating in professional and community activities to support the firm.

Contributing to the firm's general marketing initiatives by participating in firm's marketing events including networking, seminars and writing marketing material.

Litigation Services

Specifically in the area of Litigation services, this might include:

1. Assisting with screening of new enquiries
2. Conducting legal research as required
3. Assisting with funding applications
4. Assisting with drafting statements for factual witnesses
5. Requesting medical records

6. Identifying appropriate experts to advise on liability and quantum, negotiating acceptable terms for their instruction, ensuring their fees are paid promptly, preparing formal instructions and liaising with those experts and/or their secretaries during the running of the case
7. Attending and preparing notes of conferences with Counsel
8. Drafting Protocol Letter of Claim
9. Proof reading and editing documents as necessary
10. Assisting with the preparation of Schedules of Loss
11. Sorting, indexing and paginating trial bundles
12. Attending Inquests, court applications and trial where necessary and preparing notes of hearings.
13. Assisting with costs recovery and billing procedures
14. Managing post settlement and file closure procedures
15. Assisting with the firm's debt management process
16. Assisting with the development of the department's precedents
17. Participating in department meetings
18. Reviewing and monitoring new and up to date legal developments.
19. Undertaking any other reasonable duties from time to time allocated to the role.

Person Specification	Essential/	Person Specification
Relevant or equivalent legal role	Essential	<p>Is passionate and enthusiastic about Litigation work.</p> <p>Delivers high quality legal services on own initiative, subject to appropriate supervision</p>
	Desirable	<p>Has knowledge and understanding of relevant case law and legislation, rules of procedure and rules of professional conduct.</p> <p>Has a proven track record in delivering litigation work and a wide range of experience.</p>
Customer service and community focus	Essential	<p>Demonstrates passion for and delivers a high level of client service including responsiveness and accessibility.</p> <p>Deals with clients in a sensitive, professional and competent way; and pitches all communications with clients at a level appropriate to the individual concerned.</p> <p>Innovative, positive and client-focused attitude.</p> <p>Sympathetic and empathetic to the particular needs of disabled and elderly clients.</p> <p>Able to handle highly confidential and sensitive client information.</p>
	Desirable	<p>Appreciates their role within the local community and makes a positive contribution to the Firm's Corporate and Social responsibility.</p>
Standards	Essential	<p>Sets and strives for high standards throughout their work.</p> <p>Accurate, thorough with good analytical skills. Works and behaves in a professional manner and within the highest ethical and other standards of the profession.</p>

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		<p>Complies with procedures set out in the office manual, professional standards and any requirement set by the Legal Services Commission or similar interested bodies e.g. Legal Expense Insurers.</p> <p>Ensures monetary transactions are dealt with efficiently and in accordance with professional rules.</p> <p>Maintains the strictest standards of client confidentiality at all times.</p>
Planning and Organising	Essential	<p>Proactive approach to managing flow of work.</p> <p>Manages own time, works in an organised and methodical manner and prioritises work effectively.</p> <p>Has a positive attitude and works well under pressure.</p> <p>Ability to manage assigned tasks in an assertive, efficient and timely manner.</p> <p>Good document management skills.</p> <p>Adheres to the firm's procedures for file management and reporting.</p>
Equality and Diversity	Essential	<p>Is aware of client needs.</p> <p>Demonstrates empathy and is respectful.</p> <p>Respects others cultural viewpoints and perspectives, is constructive and understanding.</p> <p>Demonstrates an awareness of pertinent cultural issues both within the firm and the wider environment.</p>
Working with others	Essential	<p>Works independently, as a member of a designated team and as part of the firm.</p>

Person Specification	Essential/	Person Specification
		<p>Establishes positive professional and effective relationships.</p> <p>Demonstrates reliability, integrity, shares knowledge, supports and promotes colleagues.</p> <p>Acts calmly in a crisis, tactful, determined, quick-thinking, but methodical and consistent.</p>
Commercial awareness	Essential	<p>Can demonstrate strong commercial awareness and acumen.</p> <p>Attains challenging financial and time recording targets.</p>
	Desirable	<p>Manages caseload to help the department achieve its targets.</p>
Technology	Essential	<p>Computer and web literate and other new media, strong ICT skills.</p> <p>Uses technology and other resources available to achieve objectives.</p>
Presenting and communicating information	Essential	<p>Communicates effectively and appropriately. Strong oral, written and presentation skills.</p>
Innovation	Essential	<p>Uses initiative to seek out suitable solutions.</p> <p>Handles problems in an innovative way.</p>
Research	Essential	<p>Demonstrates excellent research skills and an attention to detail.</p>
Business Development and Marketing	Essential	<p>Is able to write articles.</p>
	Desirable	<p>Is able to undertake marketing opportunities including networking.</p>