

## Job Description

<b>Title:</b>	Case Support Paralegal
<b>Hours:</b>	9.30 am to 5.30 pm, and as required, flexible applications considered
<b>Working week:</b>	Monday – Friday
<b>Responsible to:</b>	Practice Area Leader
<b>Department:</b>	Regulatory
<b>Purpose of job:</b>	To assist the department in its preparation of cases for the firm's clients and in particular the General Dental Council (GDC) the Education Workforce Council (EWC), the General Pharmaceutical Council (GPhC), the General Optical Council (GOC) and the Teaching Regulation Agency (TRA,) and the Architects Registration Board (ARB).
<b>Specific duties:</b>	<p>The role will involve providing general support to fee earners in all aspects of regulatory prosecution case investigation and preparation in addition to some regulatory defence work with the following specific duties:</p> <p>Core duties:</p> <ul style="list-style-type: none"><li>• Preparing legal documents</li><li>• Reporting to the client</li><li>• Case administration, document review and management</li><li>• Contact/witness liaison</li></ul> <p>Specific duties:</p> <ul style="list-style-type: none"><li>• Sorting, labelling and indexing large volumes of documents</li><li>• Redacting documents</li><li>• Liaising with the third parties to request/receive documents</li><li>• Contacting/ researching/ liaising with experts</li><li>• Contacting courts to acquire transcripts and evidence</li><li>• Assisting with the preparation of hearing bundles</li><li>• Attending and taking notes of internal and client meetings</li><li>• Ad hoc duties and other related duties as required.</li></ul>

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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## Person Specification

Job Title: Case Support Paralegal, Regulatory

	<b><u>Essential</u></b>
<b>Education/ Qualification</b>	<ul style="list-style-type: none"> <li>• Fluent English is essential</li> </ul>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"> <li>• Ideally previous experience working as a paralegal in a law firm environment</li> <li>• Interest and enthusiasm for law</li> <li>• Ability to produce standard correspondence such as drafting letters and emails</li> <li>• Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner</li> <li>• Excellent research skills</li> <li>• Experience of and understanding of the importance of preparing pre-hearing bundles and bundles for hearings (desirable but not essential)</li> <li>• Experience of following guidance underpinned by data protection legislation (desirable and if no experience to date, has a basic understanding of data protection and a willingness to learn)</li> </ul>
<b>Client Care:</b>	<ul style="list-style-type: none"> <li>• Experience of working within a busy environment where deadlines are clearly defined</li> <li>• Effectively prioritises work to ensure matters are progressed, meeting deadlines and providing updates to colleagues where necessary</li> <li>• An understanding of the importance of good client care</li> <li>• Excellent communication skills (both written and oral)</li> <li>• Effective organisation skills - especially with respect to on-going management of large quantities of documentation</li> <li>• Excellent time management</li> <li>• Ability to gain clients'/a witness' confidence from the outset and to discuss personal details</li> </ul>
<b>Firm Wide Skills:</b>	<ul style="list-style-type: none"> <li>• Strong IT skills and experience with MS Office</li> <li>• Experience of creating and updating basic spread sheets/ evidence schedules in Microsoft Excel- essential</li> <li>• Experience with Adobe Pro/Acrobat (desirable and if no experience, a willingness to learn)</li> <li>• Excellent administration skills</li> <li>• Excellent drafting skills and exceptional spelling, grammar and attention to detail</li> <li>• Good use of initiative and ability to multitask</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Commitment and Understanding</li> <li>• Positive and professional approach to work and to team relations</li> <li>• Excellent interpersonal skills to be able to work with a variety of people, including lawyers, support staff, paralegals and clients</li> <li>• Flexibility to adapt to changing work priorities through the day</li> <li>• Ability to handle confidential and sensitive information.</li> <li>• An ability to work independently or within a team, without daily close supervision</li> <li>• The ability to work efficiently and to deadlines, including when under pressure.</li> <li>• Ability to handle sensitive information</li> <li>• Has a 'can do' attitude and is motivated &amp; enthusiastic</li> </ul>

All applicants who are offered permanent or long term employment will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.