

Job Description

Title:	Paralegal (6 Month FTC)
Hours:	9.30 am to 5.30 pm, and as required, flexible applications considered
Working week:	Monday to Friday
Responsible to:	Practice Area Leader
Department:	Dispute Resolution
Purpose of job:	The role of this paralegal is to work alongside the fee-earners in the dispute resolution team with respect to any aspect of their caseload with which assistance is needed. This may include both large, complex cases as well as smaller cases.
Specific duties:	<ul style="list-style-type: none">• Case administration and document management• Analysing, collating and summarising large quantities of information• Work on disclosure/document review• Researching points of law and other factual issues• Attending meetings with clients, conferences with counsel and court appearances• Taking detailed and accurate notes• Drafting letters to clients, Counsel and others on cases• Administrative tasks such as filing, photocopying and bundling• Such other appropriate duties as might vary from time to time commensurate with their role.

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, material 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 and expression, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion

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Person Specification

Job Title: Paralegal, Dispute Resolution

	Essential
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Previous experience working as a paralegal or legal assistant• Experience working as a paralegal in a litigation department would be beneficial• An interest in the areas of law undertaken by the Dispute Resolution team and knowledge of current issues relevant to the practice• Ability to produce standard correspondence such as drafting letters and emails• Ability to draft legal documentation with good spelling, grammar and attention to detail• Knowledge of time recording software• Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner• Excellent administration skills and research skills
Client Care:	<ul style="list-style-type: none">• Experience of working within a very busy environment where deadlines are clearly defined and must be met• Effectively prioritises work to ensure matters are progressed, meeting deadlines and providing updates to colleagues where necessary• An understanding of the importance of good client care and able to communicate with them both verbally and in writing, in a professional, clear and straightforward manner• Flexible and able to quickly adapt to changing tasks and needs of clients• Excellent time management and attention to detail
Firm Wide Skills:	<ul style="list-style-type: none">• Strong IT skills including Word, Excel and Outlook• Experience of using Document Management Systems• Has an awareness of the importance of client confidentiality, information security and data protection• Promotes the sharing of best practice and knowledge across the firm
Attributes:	<ul style="list-style-type: none">• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness, Commitment and Understanding.• Adopts a positive and open 'growth mindset' to change• Communicates effectively at all levels, both verbally and written• Ability to handle confidential and sensitive information• Has a 'can do' attitude, is a self-starter

All applicants who are offered permanent or long term employment, or partnership, 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.