

KINGSLEY NAPLEY

Job Description

Title:	Paralegal
Hours:	9.30am to 5.30pm, and as required (flexible applications considered)
Working week:	Monday to Friday
Department:	Costs
Purpose of job:	You will be working closely with the Costs department in the provision of advice to the firm's internal practice areas, in particular the Clinical Negligence team, Dispute Resolution team and the Private Client team.

Responsibilities will include:

- Reporting financial information to the Court of Protection.
- Preparing cases for assessment hearings to include e-bundles
- Preparation of documents for submission to court to include Part 8 proceedings
- Researching points of law and other factual issues, through the use of legal databases, textbooks and other appropriate sources
- General case administration and document management
- Ad hoc duties and other such duties as required

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: Paralegal, Costs

	<u>Essential</u>
Knowledge and Technical Ability:	<ul style="list-style-type: none">• Excellent document management skills, including using electronic / online document management systems• Ability to produce standard correspondence such as drafting letters and emails• Excellent drafting skills and exceptional spelling, grammar and attention to detail• Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner• Excellent research skills
Client Care:	<ul style="list-style-type: none">• Experience of working within a busy environment handling urgent deadlines• Effectively prioritises work to ensure matters are progressed, meeting deadlines and providing updates to colleagues where necessary• 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 with good communication skills (both written and oral)
Firm Wide Skills:	<ul style="list-style-type: none">• Strong IT skills including intermediate to advanced Excel skills• Good use of initiative and ability to multitask• An understanding of the importance of client confidentiality, information security and data protection and act accordingly
Attributes:	<ul style="list-style-type: none">• Behaves at all times in keeping with the firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding• Ability to deal with sensitive and confidential material appropriately• An ability to work independently or within a team, without daily close supervision• Has a 'can do' attitude and is motivated and enthusiastic

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.