



## JOB DESCRIPTION

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| <b>Title:</b>           | Senior Paralegal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Hours:</b>           | 9.30 am to 5.30 pm, and as required, flexible applications considered                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Working week:</b>    | Monday to Friday                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Responsible to:</b>  | Practice Area Leader                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Department:</b>      | Regulatory, reporting to Practice Support                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Purpose of job:</b>  | Provision of services to the Regulatory defence clients.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Specific duties:</b> | <p>The role includes consideration of papers received on instruction, liaising and speaking with witnesses in order to take statements from them, drafting witness statements, obtaining documentary evidence, drafting case summaries and various legal documents, liaising with witnesses and with the client, preparing bundles for hearings and overseeing tasks from Paralegals.</p> <p>The role involves various administrative tasks and document management, including using internal electronic systems to progress cases and provide update reports to our clients.</p> <p>It will require occasional travel in the UK and possible stays overnight.</p> |

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

## PERSON SPECIFICATION

Job Title: Regulatory Senior Paralegal

|                                        | <b><u>Essential</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Knowledge and Technical Ability</b> | <ul style="list-style-type: none"><li>• Previous experience working as a paralegal / legal assistant, preferably within Regulatory / Professional Discipline law</li><li>• Knowledge of current issues relevant to the practice area</li><li>• Experience of taking and preparing witness statements</li><li>• Experience of and an understanding of the importance of preparing bundles for hearings</li><li>• Ability to produce standard correspondence such as drafting letters and emails, and excellent administrative skills</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>• Knowledge of time recording software.</li></ul> |
| <b>Client Care</b>                     | <ul style="list-style-type: none"><li>• Experience of working within a very 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 and excellent interpersonal skills (both written and oral)</li><li>• Ability to gain clients' confidence from the outset and to discuss personal details</li><li>• Effective organisation skills - especially with respect to on-going management of large quantities of documentation.</li></ul>                                                                                                            |
| <b>Firm wide Skills</b>                | <ul style="list-style-type: none"><li>• Strong IT skills including intermediate to advanced Word and Excel 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>• Flexibility to adapt to changing work priorities through the day</li><li>• An ability to work independently or within a team, without daily close supervision</li><li>• Ability to cope with conflicting demands and meet deadlines</li><li>• Ability to handle sensitive information</li><li>• Has a 'can do' attitude and is motivated and enthusiastic.</li><li>• Behaves at all times in keeping with the firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding.</li></ul>                                                                                                                                                                                             |

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'

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convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.