



JOB DESCRIPTION

Title:	Welsh Speaking Case Support Paralegal
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:	To assist the department in its preparation of cases for the firm's clients and in particular the Education Workforce Council (EWC) and the Teaching Regulation Agency (TRA).
Purpose of job:	The role will involve writing and translating documents in English/ Welsh. 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:

Core duties:

- Preparing legal documents
- Reporting to the client
- Case administration, document review and management
- Contact/witness liaison

Specific duties:

- Sorting, labelling and indexing large volumes of documents
- Redacting documents
- Liaising with the Police, NHS Trusts, private health and care providers and local authorities to request/receive documents
- Maintaining and updating the department's expert witness database
- Maintaining and updating the department's contact database
- Contacting/ researching/ liaising with experts
- Contacting courts to acquire transcripts and evidence
- Assisting with the preparation of hearing bundles
- Attending and taking notes of internal and client meetings
- Ad hoc duties and other related 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, 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.

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PERSON SPECIFICATION

Job Title: Regulatory, Welsh Speaking Case Support Paralegal,

	<u>Essential</u>
Education/Qualification	• Fluent English is essential and fluent Welsh is essential
Knowledge and Technical Ability	• Ideally previous experience working within a similar role • Can demonstrate an ability to analyse/ disseminate information • Experience of working within a very busy, deadline driven, environment. • Ability to produce standard correspondence such as drafting letters and emails. Strong email management skills • Ensures work is carried out to a high standard and presents information in a clear, logical and structured manner • Experience of and understanding of the importance of preparing pre-hearing bundles and bundles for hearings (desirable but not essential) • Has a basic understanding of data protection and a willingness to learn
Client Care	• Experience of working within a busy environment where deadlines are clearly defined • 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 • Excellent communication skills (both written and oral) • Effective organisation skills - especially with respect to on-going management of large quantities of documentation • Excellent time management •
Firm wide Skills	• A good knowledge of Outlook, Word and Excel, databases and ability to learn any other core systems implemented by the firm. • Excellent administration skills • Strong spelling, grammar and attention to detail • An understanding of the importance of client confidentiality, information security and data protection and act accordingly.
Attributes	• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity, Fairness, Commitment and Understanding • Positive and professional approach to work and to team relations • Able to work with a variety of people, including lawyers, support staff, paralegals and clients • Flexibility to adapt to changing work priorities through the day • Ability to handle confidential and sensitive information. • An ability to work independently or within a team, without daily close supervision • Has a 'can do' attitude and is motivated.

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.