

## Paralegal (fixed term contract) Construction – Non Contentious

### The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices on London Wall we provide legal services to clients based throughout England, Wales, the Channel Islands and the Isles of Scilly. We are recognised as a medium-sized niche firm specialising in commercial / corporate, civil litigation, community housing, employment, projects and property. Our main client base is Registered Providers. Over the past few years we have grown significantly and now have approximately 230 staff.

### The Team

Our Construction team are roughly divided into two sub-teams; contentious and non-contentious. Our clients include developers, major corporations, funders, contractors, sub-contractors, construction consultants, local authorities, registered providers and PFI consortia.

### Job Role

We are looking to recruit a Legal Assistant with experience in construction, to work on developing our web-based presence, including regular posts on social media.

### Main Duties and Responsibilities of the Role

- Compiling legal research into the latest court decisions and dispute resolution into newsletters and briefings which can be distributed to clients and prospective clients. Other general paralegal duties may also be required from time to time.
- Compiling and assisting with internal and external training
- Developing web based construction law profile
- Assisting in running files on a fee earning basis

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

Please [click here](#) for the person specification.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [legal.recruit@devonshires.co.uk](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Professional Services Limited is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at [www.devonshires.com](http://www.devonshires.com)*

# Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Academic achievements:</b>	Minimum 2:1 degree or equivalent in Law (or appropriate conversion)	Successful completion of the LPC
<b>Skills &amp; Experience:</b>	<p>Solid experience in a similar role.</p> <p>Evidence of ability to conduct effective legal research</p> <p>Possess solid drafting skills</p> <p>Excellent administration skills, organisation, including own diary management</p> <p>Excellent level of attention to detail</p> <p>Ability to work independently and intelligently exercise own judgment.</p>	
<b>IT Skills</b>	<p>Competent in all MS applications, to include Word, Excel and Outlook</p> <p>Competent in web-based profiling including social media</p>	<p>Knowledge of DMS (Document Management System)</p> <p>Knowledge of Partners for Windows (time recording system)</p>
<b>Additional skills:</b>	<p>Confident communication skills at all levels with the ability to communicate in “plain English”</p> <p>Must be client focussed and have an approachable manner with good communication skills/telephone manner</p> <p>Have a methodical approach, with good attention to detail</p> <p>Possess a strong customer service ethic with the ability to empathise with clients</p>	
<b>Personal qualities required:</b>	<p>Good time management skills and able to deal with more than one task at a time</p> <p>Able to work with limited supervision</p> <p>Able to work under pressure and</p>	

	<p>to tight deadlines</p> <p>Able to prioritise a heavy workload</p> <p>Be a supportive team player and willing to assist others</p> <p>Self-motivated, enthusiastic, tenacious and approachable</p> <p>Be willing to learn</p> <p>Be assertive and confident with dealing with people at all levels</p> <p>Be calm and professional at all times</p> <p>Be punctual and flexible. If you have capacity, you may be required to help other departments, or team members, though this tends to be infrequent</p>	
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