**Job description**

**Job title:** Paralegal

**Department:** International

**Location:** London/Leeds

**Reporting to:** Partner and Solicitors within the International Department

**Hours:** 9:30am – 5:30pm, Monday to Friday. Some flexibility is required from time to time to meet the professional requirements of the role

**Hybrid:** 3 days in the office and 2 days working from home, when not travelling

**Salary:** Remuneration will be paid in line with experience and in accordance with Leigh Day’s salary scale

**Overall purpose for this role**

* To provide a reliable and efficient support service for clients and assist with general administration of group claims.
* To assist the firm in achieving its stated professional and commercial objectives.
* To undertake a wide variety of paralegal and administrative tasks as set out below.

**Main duties and responsibilities**

**Case Management**

* To effectively manage group claims and ensure that accurate information and instructions are obtained from clients, that accurate records are maintained and that all files are kept up to date.
* Assist with drafting documents, client liaison including interviewing clients and taking instructions, preparation of witness statements, research work, assist with negotiations and provide general administrative support.
* Conduct legal and factual research and prepare research notes.
* Assist the solicitor/ team in all aspects of litigation including preparation of correspondence/ documents, dealing with funding issues, preparing for court hearings / trial / settlement, instruction of experts, disclosure review, quantification of claims, costs assessment/ negotiations
* To monitor all aspects of the case on behalf of the client and advise on whether subsequent developments affect views previously expressed.
* To pay attention to detail and ensure accuracy of work.
* Supporting the research and development of new areas of practice for the firm.
* In the absence of supervising fee-earner, ensure that urgent matters are referred to appropriate personnel.
* To ensure that all work is conducted in compliance with SRA rules and the Civil Procedure Rules.

## Travel

* The role may require some overseas travel as and when necessary in order to perform the various roles identified above.
* Assisting with organisation of overseas trips and with logistics relating to trips

**Client/ 3rd party management**

* Communicate with clients/ other parties as and when necessary in a professional, courteous and efficient manner.
* Monitor all aspects of the case on behalf of the client and advise on whether subsequent developments affect views previously expressed.

## File/Case Management

* Thorough and accurate note taking at meetings and preparation of file notes.
* Organising and preparing bundles for court or for meetings.
* Administrative work in order to ensure that the client’s files are up-to-date and administrative work in relation to the cohort of clients.
* Ensuring that time recording is updated daily.

**Personal development**

* To keep knowledge up to date by attending in-house seminars, through research, reading and attending courses as appropriate.
* To ensure learning and development plans are completed and that records are up to date and compliant with relevant SRA requirements.
* To ensure that adequate training is received to be able to gain maximum benefit from the firm’s investment in Information Technology.

Any other tasks as might from time to time be required.

**Person specification**

* Genuine interest in working with a leading claimant law firm and passionate about providing access to justice to all. Commitment to human rights.
* Previous experience in a legal firm along with demonstrable knowledge of drafting legal documentation and correspondence and conducting legal and factual research.
* Ability to manage own workload in a busy environment to a consistently high standard and timely manner.
* Demonstrable understanding of and commitment to client care.
* Proven ability to communicate accurately, clearly and concisely, both verbally and in writing with a wide range of clients and various stakeholders.
* Experience in interviewing and liaising with clients and taking witness statements, dealing with clients sensitively and managing difficult conversations and taking accurate and full attendance notes of client instructions.
* Proven ability to work and contribute to a team environment;
* Good academic background with legal qualifications (Degree, GDL, LPC etc.).
* Proficient user of Microsoft Office, with experience of Practice / Case Management Systems and electronic disclosure review platforms.
* Ability to work well under pressure.

**Desirable**

* Experience in or knowledge of any of these areas will be an added advantage: human rights, group claims/class actions
* Experience of dealing with vulnerable clients