**Job Description – Slade Legal – Vacant**

**Job Title:** Litigation Assistant / Paralegal

**Department:** Litigation

**Reports to:** Employment / Litigation Solicitor

**Location:** Slade Legal, The Greenhouse, Stratton Way, Abingdon, OX14 3QP

**Hours:** Permanent / Full time / 35 hours per week

 Monday to Friday 9:00 am – 5:00 pm

**Start date:** ASAP

**Salary:** £25,000 – £30,000 commensurate with experience

**Other benefits:** 4% employer pension contributions on qualifying earnings / 5% employee contributions

Company sick pay scheme

Cycle to work scheme

Discount on legal and estate agency fees

25 days holiday + usual bank holidays

Additional day off for your birthday

**About the organisation:**

Slade Legal is a well-regarded and established high street legal practice based in Oxfordshire, employing about 80 staff across three legal offices. We provide a full range of professional legal services from all sites. The Litigation department is based at our Abingdon office.

Slade Legal is a trading style of Law and Property Lawyers Limited. Law and Property Lawyers Limited also operates an estate agency business, styled as Hodsons with branches in Didcot and Abingdon.

**Main purpose of the job:**

We are recruiting for an experienced Litigation Assistant / Paralegal for our litigation team, based principally at our Abingdon branch.

Reporting to the Litigation Solicitor, the candidate will be responsible for supporting a professional and efficient legal service.

The candidate will have an excellent client manner; be technically skilled in Litigation work, with solid experience of case management. They will be able to work proactively on Litigation files, sometimes with minimal supervision. Under supervision they should be eager to learn how to progress matters on files and take initiative, such as drafting court documents and providing written advice to clients.

**The Candidate**

You will be an experienced, committed paralegal who loves both fee earning and support work. You will have recent experience of case management in similar fields, as well as administrative contentious support work.

You will provide excellent front-line support to the team and a professional administrative service to clients. You will take personal responsibility to learn on the job and assist in supporting the development of the Litigation department.

**Main duties:**

* Provide a comprehensive and pro-active paralegal service to the Litigation fee earners
* Provide support on fee earning and non-fee earning activities for the department
* Support external consultants with administration and coordination on matters
* Quickly respond to existing clients and new business enquiries
* Administration including but not limited to audio typing letters, producing letters, forms and documents which utilise Case Management and IT systems
* Drafting of simple documents including possession claims and letters of claim
* Preparing correspondence and documents as well as amending and formatting more complex documents such as witness statement, simple pleadings and the preparation of court bundles
* Organisation of mediation between relevant parties
* Attend court hearings with clients and provide support and guidance
* Be familiar with and able to administer and set up video conferencing (e.g., MS Teams, Zoom or Skype)
* Attending clients over the phone and providing assistance in a professional and friendly manner
* Proactive diary management
* Providing the highest levels of accuracy, speed, confidentiality and presentation
* Prioritising and arranging meetings and other appointments
* Opening new files, filing, photocopying, cheque requests, capturing, closing and archiving of files, running monthly bills and diarising payments thereof, DX & post preparation
* Meet with clients face-to-face, to help administer and progress Litigation matters as instructed by the supervising solicitor
* Provide clients with updates in relation to the day-to-day relevant matters via phone, email and face to face
* On the supervising solicitor’s instructions, bill for work done on client’s behalf, chasing invoices if necessary and liaising with the finance department
* Meeting all due diligence and compliance requirements including those relating to ID, letters of engagement, conflict check and AML regulations
* Ensure high quality communication with the company’s internal teams and individuals
* Deal with incoming post in the solicitor’s absence, matching post with the file and forwarding post where relevant
* Report faulty equipment / software to appropriate parties
* Attend relevant team meetings
* Participate in other activities and projects; flexibility as required
* Carry out any other reasonable task that may be requested by the supervising solicitor

**Compliance & quality standards**

* Ensure compliance with the Solicitors Regulation Authority
* Abide by all company health & safety procedure
* Assist with compliance related matters relevant to the department
* Carry out reasonable tasks that may be requested by your line manager

**Personal Attributes**

* Motivated, well-organised, flexible and with a can-do attitude
* Proactive and works under pressure
* Efficient and effective secretary with good typing and organisational skills
* Excellent attention to detail
* Strong written and oral communication skills
* Takes responsibility for their own work subject to supervision
* Ability to deal with competing priorities and meet deadlines
* Shows understanding of client’s needs and tailors service appropriately
* Calm and confident team player with good interpersonal skills and “can do” attitude

**Person Specification:**

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| **Criteria**  | **Desirable** | **Essential** |

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| Experienced and committed Litigation Assistant / Paralegal with specialised knowledge and good technical experience doing Litigation fee earning and support work |     | X |
| Someone who will take considerable discretion and independence under general guidance but refers to higher levels for policy and professional decisions |  | X |
| Someone who will use considerable initiative and judgement and who will undertake difficult tasks or assignments |  | X |
| Someone who will quickly respond to existing clients and new business enquiries, work with a high degree of pressure, applying considerable concentration where there can be major peaks of pressure |    | X |
| Someone who can undertake complicated procedures which if not performed may have serious impact (e.g.: to prepare, format and amend and serve Litigation legal documents and court bundles on time) |     | X |
| A professional, confident verbal communicator, who enjoys regular client interaction, on the phone and in person    |     | X |
| Someone who can take accurate client instructions and manage busy fee earner diaries |     | X |
| Someone who will support external consultants  |    | X |
| Someone who will attend court hearings, and who will arrange mediations |    | X |
| Someone who can manage changing priorities and who can evidence they can work well under pressure |     | X |
| A person who is confident with Legal Case Management, Microsoft suite (Outlook, Windows 10, EXCEL), digital dictation, and remote meetings technology |     | X |
| A person who is well organised |     | X |
| Someone who can provide backup support services to other fee earners within the offices   |     | X |
| Someone who can work full time in an open plan environment, from our Abingdon office |     | X |
| Someone who will report to a supervising solicitor  |     | X |
| Someone who will abide by all company HASAW requirements, Compliance regulations and professional standards |     | X |