

JOB DESCRIPTION	
Job Title:	Paralegal (Property and Housing)
Office:	Pathfinder Legal Services Limited
Directorate:	Property and Housing
Reports to:	Principal Lawyer (Property and Housing)
Grade:	B
Location:	Northampton / Huntingdon / Shefford (but with to travel to other offices as required)
Hours:	Full Time (37 hours)
OVERALL PURPOSE OF THE JOB	
To provide a range of public sector and not for profit clients a professional and innovative legal service predominantly regarding property matters connected with their functions.	
MAIN ACCOUNTABILITIES	
<ol style="list-style-type: none"> 1. To Assist a team of lawyers in the provision of a professional legal service to a range of public sector and not for profit clients regarding property ensuring awareness of and compliance with legal duties with client organisations and protecting their best interests. 2. To manage the case load comprising mainly property and housing matters. 3. To ensure the effective identification and awareness of risks associated with the relevant areas of legal practice. 4. To provide support to lawyers and act as a point of contact on a variety of cases, to include taking instructions and giving advice, carrying out research preparing applications, drafting documents and correspondence, dealing with residential and commercial conveyancing leases, licence and general property advice and right to buys. 5. To develop, train and advise clients in legal skills and specific areas of law as appropriate. 6. To support Pathfinder Legal Services Management team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focused service. 7. To support Pathfinder Legal Services Management team by complying with all legal services practice management requirements including time recording, billing, Lexcel and other accreditation schemes. 8. To support Pathfinder Legal Services Management team in developing and maintaining effective partnerships, networks and joint working arrangements to ensure the most effective provision of legal services to meet the needs and aspirations of clients. 	

9. To make a positive contribution to the property, Planning and Highways team and contribute to the development, training or mentoring of colleagues where required.
10. To carry out other duties which fall within the broad spirit, scope and purpose of the job description as required by the director of Law, Property and governance, Heads of Service or Principal Lawyers from time to time and which are commensurate with the grade of the post.
11. To buddy, train and support colleagues.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION			
POSITION:	Paralegal (Property and Housing)	REPORTS TO:	Principal Lawyer (Property and Housing)
SERVICE:	Property and Housing	OFFICE:	Pathfinder Legal Services Ltd
GRADE:	B	LOCATION:	Northampton / Huntingdon / Shefford (but with to travel to other offices as required)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

QUALIFICATIONS	
<u>Essential</u> <ul style="list-style-type: none"> Education to degree level or equivalent. 	<u>Desirable</u> <ul style="list-style-type: none"> Fellow of the institute of Legal Executives
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> <ul style="list-style-type: none"> Ability to conduct legal research, interpret legislation and summarise the key points of case law. Experience of working in a legal practice Speaking in public (experience may be by way of Advocacy, delivering presentations or training or participating in meetings). 	<u>Desirable</u> <ul style="list-style-type: none"> Experience of conducting residential conveyancing and property case work Knowledge of commercial property case work Advocacy skills and experience Experience of working in a local Authority Setting

SKILLS

Essential

- Ability to work under own initiative
- Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations
- Ability to work unsupervised and decisively to provide sound and clear legal advice
- Ability to work under pressure and meet tight deadline
- Excellent interpersonal skills that promote open and constructive relations with colleagues and clients.
- A Commitment to customer focus and continuing service improvements.
- Flexible approach to team work with a willingness to provide cover in colleagues' absence and to pick up work outside of own specialism if necessary
- Ability to identify needs, priorities and goals independently.
- Ability to travel to meetings at client offices and to work in the other locations when necessary
- Drive, enthusiasm, versatility and self-motivation

Desirable

- Flexibility with office hours-working to the demands of the job.
- A commitment to Lexcel / Quality Management Standards

EQUAL OPPORTUNITIES & HEALTH & SAFETY

Essential

- Ability to demonstrate awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs
- Ability to demonstrate a clear understanding of, and commitment to, health & safety