

JOB DESCRIPTION	
Job Title:	Paralegal (Planning and Highways)
Office:	Pathfinder Legal Services Limited
Directorate:	Property and Planning Team
Reports to:	Lawyer (Planning and Highways)
Grade:	B
Location:	Huntingdon, Northampton or Shefford (with 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 with 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 planning and highways matters ensuring awareness of and compliance with legal duties within client organisations and protecting their best interests. 2. To manage a case load comprising mainly planning and highways 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, attending meetings, courts or tribunals. 5. To develop, train and advise clients in legal skills and specific areas of law as appropriate. 6. To develop, train and advise clients in legal skills and specific areas of law as appropriate. 7. To support the Pathfinder Legal Services Limited management team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service. 8. To support the Pathfinder Legal Services management team by complying with all SRA and practice management requirements including time recording, billing, Lexcel and other accreditation schemes. 	

9. To support the Pathfinder Legal Services leadership 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
10. To make a positive contribution to the Planning and Highways team and contribute to the development, training or mentoring of colleagues where required.
11. To carry out other duties which fall within the broad spirit, scope and purpose of the job description as required by the Executive Directors of Pathfinder Legal Services, Heads of Service or Principal Lawyers from time to time which are commensurate with the grade of the post
12. 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 (Planning & Highways)	REPORTS TO:	Lawyer (Planning & Highways)
SERVICE:	Planning & Highways	OFFICE:	Pathfinder Legal Services Ltd
GRADE:	B	LOCATION:	Huntingdon, Shefford or Northampton (with 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>	<u>Desirable</u>
<ul style="list-style-type: none"> • Educated to degree level or equivalent or qualified by experience. 	<ul style="list-style-type: none"> • Fellow of the Institute of Legal Executives
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u>	<u>Desirable</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. • Knowledge of court and tribunal procedures. 	<ul style="list-style-type: none"> • Experience of conducting highways case work. • Experience of advising and dealing with planning case work. • Knowledge of highways and/or planning law. • Advocacy skills and experience. • Experience of working in a Local Authority setting.

SKILLS	
<p><u>Essential</u></p> <ul style="list-style-type: none"> Ability to work under own initiative. Ability to work under pressure with large volumes of work and meet deadlines. Ability to communicate effectively both verbally and in writing with a diverse range of persons/organisations. Excellent interpersonal skills that promote open and constructive relations with colleagues and clients. A commitment to customer focus and continuing service improvement. Ability to identify needs, priorities and goals independently. The personal qualities to work effectively and productively with all members of the team. Drive, enthusiasm, versatility and self-motivation Ability and willingness to travel to different office locations. IT Skills: <ul style="list-style-type: none"> Microsoft Office Internet Search and Retrieval Bespoke Software Including Performance and Case Management 	<p><u>Desirable</u></p> <ul style="list-style-type: none"> Flexibility with office hours – working to the demands of the job. A commitment to Lexcel/Quality Management Standards.
<p>EQUAL OPPORTUNITIES & HEALTH & SAFETY</p>	
<p><u>Essential</u></p> <ul style="list-style-type: none"> 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. 	