

JOB DESCRIPTION	
Job Title:	Principal Paralegal (Practice Area: Litigation)
Office:	Pathfinder Legal Services Ltd
Directorate:	Community Care and Litigation
Reports to:	Principal Lawyer (Practice Area: Civil Litigation)
Grade:	C
Location:	Huntingdon, Shefford or Northampton (but able 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 with a professional and innovative legal service predominantly regarding insurance claims and civil litigation matters and other areas of legal practice where necessary.	
MAIN ACCOUNTABILITIES	
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 insurance claims and civil litigation, ensuring awareness of and compliance with legal duties within client organisations and protecting their best interests. 2. Advise upon and conduct matters behalf of client organisations, to secure the proper contracting of services both for and on behalf of client organisations, both internal and external. 3. To manage a case load comprising mainly insurance litigation and civil litigation matters. 4. To manage and lead a team of paralegals dealing with insurance litigation and civil litigation matters. 5. To ensure the effective identification and awareness of risks associated with the relevant areas of legal practice. 6. Develop and provide legal input into training courses for client organisations, to increase the clients' awareness of relevant legal issues and to increase their self-sufficiency. 7. To provide support to Lawyers and act as a point of contract on a variety of cases, to include taking instructions and giving advice, carrying out research, preparing applications, drafting	

documents and correspondence, commissioning and instructing expert witnesses, liaising with witnesses, attending meetings and providing advice and representation in courts or tribunals.

8. To support the Pathfinder Legal Services leadership team in building and maintaining effective working relationships with clients to ensure the delivery of a seamless and client focussed service.
9. To support the Pathfinder Legal Services leadership team by complying with all Legal Services' practice management requirements including time recording, Lexcel and associated accreditation schemes.
10. 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.
11. To make a positive contribution to the Litigation team and contribute to the development, training or mentoring of colleagues where required.
12. To carry out other duties which fall within the broad spirit, scope and purpose of the job description as required by the Directors, Heads of Service or Principal Lawyers from time to time and which are commensurate with the grade of the post.
13. 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:	Principal Paralegal (Practice Area: Litigation)	REPORTS TO:	Principal Lawyer (Practice Area: Civil Litigation)
SERVICE:	Community Care and Litigation	DIRECTORATE, OFFICE:	Pathfinder Legal Services Ltd
GRADE:	C	LOCATION:	Huntingdon, Shefford or Northampton (but able to travel to other offices as

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> Degree level educational attainment or equivalent	<u>Desirable</u> - Fellow of the Institute of Legal Executives - Law Degree or equivalent legal qualification
KNOWLEDGE AND EXPERIENCE	
<u>Essential</u> - A demonstrated understanding of the local government legal framework including practice and policy issues, with particular reference to insurance matters and civil litigation including judicial review, disclosure, debt recovery etc. - Evidenced ability to conduct legal research, interpret legislation and summarise the key points of relevant legislation and case law. - Experience of working in a legal practice. - Experience of speaking in public (experience may be by way of advocacy, delivering presentations or training or participating in meetings).	<u>Desirable</u> - At least 2 years' experience gained preferably in a Local Authority setting. - Advocacy skills and experience. - Experience of supervising and managing people. - Experience of training people.

SKILLS

Essential

- Ability to work under own initiative, and to look ahead, anticipate challenges and deal with them pro-actively.
- Ability to work under pressure with large volumes of work.
- 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 plan and prioritise work effectively and to meet own objectives and those of the team.
- Ability to adapt to change.
- Independently identify and act upon needs, priorities and goals.
- Identify necessary strategies and actions and prioritises in a timely manner, to meet deadlines and objectives.
- Flexible approach to team work with a willingness to cover in colleagues' absence and to pick up work outside of own specialism is necessary.
- Ability to analyse complex issues and the confident to take sound decisions and offer reliable and relevant professional advice independently.
- Ability to travel to meetings at client offices and to work in other locations when necessary.
- Drive, enthusiasm, versatility and self-motivation.

IT Skills:

- Microsoft office.
- Internet search and retrieval.
- Bespoke software including performance and case management.

Desirable

- Flexibility with office hours – working to the demands of the job.
- Ability to develop and express creative proposals for continuous improvement of services.
- An approach to problem solving that demonstrates an awareness of the organisation's corporate priorities.
- A commitment to Lexcel/Quality Management Standards.

EQUAL OPPURTUNITIES AND HEALTH & SAFETY

Essential

- Ability to demonstrate awareness/ 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