



Paralegal

Construction – Non Contentious

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London and Leeds we provide legal services throughout England and Wales. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects & Property. Over the past few years we have grown significantly and now have approximately 240 employees.

The Team

Our Construction team are roughly divided into two sub-teams; contentious and non-contentious. Our clients include developers, major corporations, funders, contractors, sub-contractors, construction consultants, local authorities, registered providers and PFI consortia.

Job Role

We are looking to recruit a Paralegal with solid experience in non-contentious construction, to work on a broad range of non-contentious matters and who is also willing to assist with contentious matters as and when required.

Main Duties and Responsibilities of the Role

- Responsible for the day to day running of files to include but not limited to drafting, amending and advising on main contracts such as building contracts, development agreements and agreements for lease, consultant’s appointments, plus all supplementary documentation such as security documents, warranties, novations and assignments,
- Interact directly with clients, manage their expectations, meet deadlines,
- Organise and maintain tidy and accurate files both in hard copy and electronically,
- Assist directly the non-contentious construction partner and provide support to other fee-earners within the department and to share knowledge,
- To follow department procedures, the Solicitors’ accounts rules and the Firm’s policies and procedures as detailed in the Staff Manual, including LEXCEL,

- Undertake such duties and tasks that are appropriate for the role of Paralegal such as changes in information systems and new technology as may reasonably be required,
- From time to time to assist with contentious matters as and when required.
- This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

Person Specification

Essential skills

- Minimum 2:1 degree or equivalent in Law (or appropriate conversion)
- Solid experience in a similar role.
- Evidence of ability to conduct effective legal research
- Possess solid drafting skills
- Excellent administration skills, organisation, including own diary management
- Excellent level of attention to detail
- Ability to work independently and intelligently exercise own judgment.
- Competent in all MS applications, to include Word, Excel and Outlook
- Confident communication skills at all levels with the ability to communicate in “plain English”
- Must be client focussed and have an approachable manner with good communication skills/telephone manner
- Have a methodical approach, with good attention to detail
- Possess a strong customer service ethic with the ability to empathise with clients
- Good time management skills and able to deal with more than one task at a time
- Able to work with limited supervision
- Able to work under pressure and to tight deadlines
- Able to prioritise a heavy workload
- Be a supportive team player and willing to assist others
- Self-motivated, enthusiastic, tenacious and approachable
- Be willing to learn
- Be assertive and confident with dealing with people at all levels
- Be calm and professional at all times
- Be punctual and flexible. If you have capacity, you may be required to help other departments, or team members, though this tends to be infrequent

Desirable skills

- Successful completion of the LPC or studying the LPC part time.
- Knowledge of DMS (Document Management System).

If you would like further details or wish to apply for this position please email your CV and covering letter direct to legal.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Devonshires Professional Services Limited is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender re-assignment, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com