



## Paralegal

### *Real Estate & Projects*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices on London Wall 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 but in particular we act for a significant number of charities and housing associations. 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 230 employees.

#### **The Team**

We are seeking to recruit a Paralegal to assist our Real Estate and Projects Department. The team includes projects, property, procurement, and development lawyers within a single group. When required, the team can also draw upon our Banking, Corporate, Employment and Housing teams’ expertise to provide first class legal services to participants in projects across a wide range of sectors including housing, leisure, energy, healthcare, care, older persons and accommodation projects. A core area is development work for Housing Associations and private developers and that would be the focus of this position, although there would be an opportunity to gain exposure to our wider projects work.

#### **Job purpose**

We are looking for someone with strong analytical skills, excellent attention to detail and able to manage their own caseload. This is a demanding role that will require flexibility and the ability to successfully prioritise competing demands. Property experience would be an advantage but is not essential, as we are happy to give the successful candidate the training support need to flourish.

#### **Main Duties and Responsibilities of the Role:**

- Drafting and reporting on statutory agreements
- Assisting in relation to property acquisition and sales
- Undertake Land registration formalities
- Managing plot sales
- Complete of SDLT (Stamp Duty Land Tax) returns
- Carry out legal research
- Collate land disposal information packs
- Assist fee earners with residential conveyancing processes
- Proof documents and information
- Manage own caseload and assist solicitors and other fee earners in the day to day administration of files
- Assist with enquiries and chasing paperwork where necessary
- Provide clients with monthly invoices and progress reports as and when required
- Efficiently manage a large number of deadlines relating to a variety of cases at any one time

- Organise and maintain tidy and accurate files both in hard copy and electronically
- Provide support to the fee earners within the team as and when required
- Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual.

The successful candidate will gain excellent exposure to a broad range of Property work from residential conveyancing through to large PFI projects.

## Person Specification

### Essential skills

- Excellent level of attention to detail
- Some experience in a similar role
- Possess solid drafting skills
- Excellent administration skills, organisation, including own diary management
- 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
- Possess a strong customer service ethic with the ability to empathise with clients
- Have a methodical approach, with good attention to detail
- 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 tight deadlines
- 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.
- Conduct effective legal research

### Desirable

- Minimum 2:1 degree or equivalent in Law (or appropriate conversion)
- Successful completion of the LPC or studying the LPC part time
- Have experience of dealing with local authorities/social landlords/RPs
- Conduct effective legal research
- Knowledge of DMS (Document Management System)
- Knowledge of Partners for Windows (time recording system)

Please note we are only accepting CVs from direct applicants at this stage. 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](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

*Devonshires Solicitors LLP 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](http://www.devonshires.com)*