Paralegal
Construction

The Firm

Devonshires has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester we provide legal services to clients based throughout the United Kingdom. We are recognised by Legal 500 and Chambers UK as a medium-sized niche firm specialising in construction, commercial / corporate, civil litigation, community housing, employment, projects and property. Our main client base is Registered Providers and the firm is ranked in Tier 1 for its work in social housing. Over the past few years we have grown significantly and now have approximately 240 staff.

Job Role

This is an opportunity for an individual with a passion for construction law to join a busy construction department in London. We are looking for an ambitious construction paralegal, who is prepared to work hard and go the extra mile, to hit the ground running and make their mark within our thriving construction department. Previous employees have successfully used experience gained from this role as a springboard to securing pupillage. The role will involve:

- Assisting in running files on a fee earning basis.
- Compiling legal research into the latest court decisions in construction law and construction dispute resolution (adjudication, arbitration and litigation) into newsletters and briefings which can be distributed to clients and prospective clients.

Main Duties and Responsibilities:

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.

- Fee Earning Role
    - Assist in drafting advice to clients on construction disputes including payments, extensions of time, loss and expense, defects and insurance issues.
    - Assist in drafting submissions for adjudication and arbitration proceedings; managing proceedings in the Technology & Construction Court.
    - Assist in amending and advising on building contracts, development agreements and agreements for lease, consultant's appointments, plus all supplementary

documentation such as security documents, warranties, novations and assignments.
  - Assist with enquiries made by clients, barristers and other fee earners, chasing paperwork where necessary.
  - Provide clients with monthly invoices and progress reports as and when required.
  - Organise and maintain tidy and accurate files both in soft and hard copy and electronically.
  - Liaise with the court prior to trials to ensure necessary paperwork is sent and received and follow up on late/lost paperwork.
  - Attend court to assist barristers and other fee-earners.
  - Meet targets that may be set from time to time by your line manager.
  - Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual.

- Research Role

  - Identify and review decisions from the courts of England & Wales and (from time-to-time) the courts of international jurisdictions.
  - Compile the research into a newsletter for clients and prospective clients together with a commercial legal opinion and guidance.
  - Provide a first draft to your line manager in a timely fashion working to proscribed deadlines.
  - Distribute the draft newsletter to partners and fee-earners in the department for amendments always providing a deadline for a response and actively chasing to ensure that publication deadlines are achieved.
  - Agree a final version with your line manager and distribute to clients and prospective clients via email as directed and post a copy on our website.
  - Liaise with Business Development in house as appropriate to ensure that all publications comply with Devonshires' branding prior to distribution.
  - Ensure the publications are kept up to date and re-issued as prescribed (monthly and/or bi-weekly basis).

Person Specification

- A strong academic background with a minimum 2:1 degree or equivalent in Law (or appropriate conversion).
- Successful completion of the BPTC.
- Proactive and prepared to work independently and intelligently exercise own judgment with minimal supervision always adopting a can-do attitude;
- Excellent communication skills, both written and verbal.
- High attention to detail to produce work / documentation which is consistently of a high standard.
- Capable of taking a collaborative and collegiate approach to matters, recognising that one can always learn new skills as well as imparting knowledge to others.

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 Solicitors 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, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are 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, and our Diversity statistics, please visit our recruitment pages at www.devonshires.com.