



Paralegal - *Real Estate & Projects* *Temp to Perm*

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 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 and Property. Over the past few years we have grown significantly and now have approximately 240 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 who is able to manage their own caseload with accuracy and a highly efficient level of time management. This is a demanding role that will require flexibility and the ability to successfully prioritise competing demands.

Person Specification

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.

Essential skills and requirements

- Manage own caseload of high volume property sales, handling both shared ownership and outright sales.
- Ensure timelines and deadlines are met and adhered to.
- Set up and maintain online document rooms
- Provide clients with monthly invoices and progress reports
- Manage a large number of deadlines relating to a variety of transactions at any one time

- Carry out legal research as and when required
- Assist fee earners in relation to post-exchange requirements on the acquisition of sites including registration of unilateral notices, submitting priority searches, submitting registration applications to HMLR and dealing with requisitions raised by HMLR
- Communicate positively with clients and other parties both on the telephone and by email and manage a range of clients resourcefully
- Organise and maintain tidy and accurate electronic files (hard copy files when required).
- Provide support and assistance to 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.

Desirable skills / future requirements of the role

- Dealing with acquisitions and drafting reports on title for 'buy backs' of homes
- Completing SDLT (Stamp Duty Land Tax) returns
- Drafting and reporting on statutory agreements
- Assignments, staircasing, right to buy / right to acquire, lease extensions and any other related legal property work.

The successful candidate will gain excellent exposure to a broad range of property work in a busy and friendly team. We believe strongly in investing and training our staff and the successful candidate can expect the opportunity to expand on and further develop their existing knowledge.

Attributes Required

- You will have a minimum 2:1 degree in Law or equivalent (or appropriate conversion)
- You will have successfully completed the LPC or be studying the LPC / CILEX
- You will have good experience in a similar role and possess solid drafting skills
- You take a methodical approach with good attention to detail
- You are competent in all MS applications including Word, Excel and Outlook
- You are client focussed, have an approachable manner and excellent communication skills
- You are able to work with limited supervision
- Any experience of dealing with developers and/or housing associations (both traditional RPs or 'for profit' providers) would be an advantage

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 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