



## Paralegal

### *Securitisation team – Colchester office*

#### **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 & Property. Over the past few years we have grown significantly and now have approximately 240 employees.

#### **The Department:**

Property is at the heart of Devonshires’ business within the firm. The Securitisation team currently has 4 dedicated partners, 13 solicitors and 22 other fee earners and administrators working on property transactions with a broad range of clients from registered providers of social housing and care homes, charities and private developers, acting on developments from a handful of units to thousands.

#### **Job purpose**

We are seeking to recruit a Paralegal to assist our Securitisation team based in our London office. We are looking for someone with previous conveyancing experience. You will have excellent attention to detail and be able to manage your own caseload. This is a demanding role that will require flexibility and the ability to successfully prioritise competing demands.

#### **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.

- Assisting the Solicitor supervising you in the securitisation team with specific tasks allocated on his/her files to include: identifying Titles, obtaining Official Copy Entries and Office Copy Documents from the Land Registry Link, carrying out Searches, obtaining items from Local Authorities, chasing for outstanding items, carrying out pre-completion Land Registry Searches and dealing with post-completion matters;
- Providing the Solicitor supervising you with progress reports as and when required;
- Assisting with the organising and maintaining of the Solicitor’s tidy and accurate files electronically;
- Providing cover and support to the other paralegals within the team as and when required and assisting on securitisation matters;
- Meeting targets that may be set from time to time;
- Following department procedures, the Solicitor’s accounts rules and the Firm’s policies and procedures as detailed in the Office Manual;
- Undertaking 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.

## Person Specification

### Essential

- Possess good drafting skills.
- Conduct effective legal research.
- Competent in all MS applications, to include Word, Excel and Outlook.
- Good 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 and the ability to communicate clearly and confidently at all levels.
- Possess a strong customer service ethic with the ability to empathise with clients.
- Excellent administration skills, organisation and attention to detail.
- Good time management skills, 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 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 very rare.

### Desirable

- 2:1 degree or equivalent in Law (or appropriate conversion).
- Successful completion of the LPC or studying the LPC part time.
- Studying CILEX.
- 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](mailto: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](http://www.devonshires.com).*