



Senior 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 looking to recruit a senior paralegal for a permanent position in our Colchester office to be a part of, and help build a new team we are creating to deal with deeds of variation work as an ancillary team to our main securitisation work (i.e charging properties for housing associations).

The role will be suited to someone who wants experience in drafting amendments to legal documents and more senior paralegal style work. The candidate will need to have a strong attention to detail, be highly motivated and someone who will enjoy giving feedback on current processes and ways to streamline the systems to make the team and processes more effective.

The work

When legal documents are considered insufficient to allow for charging or certain clauses in documents restrict the amount of funding that can be attributed to a property, the deed of variation team will negotiate with the relevant third parties amendments to these agreements in order to allow for the document to allow for charging at full value again.

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.

- Drafting and agreeing amendments to previously agreed legal documents such as Section 106 Agreements and Transfers;
- Following the required processes to amend planning permissions to remove or vary problematic conditions;
- Negotiating and varying problematic registered restrictions on Land Registry titles;

- Understanding and advising on mortgagee exclusion clauses contained in various legal agreements and the impact on charging and the effect the clause will have on the value to be attributed to a property. Note, the successful candidate will receive training on this;
- Assisting the Solicitor supervising you with specific tasks allocated;
- Providing the Solicitor supervising you with progress reports as and when required;
- Providing cover and support to the other paralegals within the team as and when required
- Occasional assisting on securitisation matters when required;
- 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.
- Great attention to detail.
- Conduct effective legal research.
- Organised and systematic.
- 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.
- 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).
- Conveyancing or Property experience
- 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 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.