



## Paralegal *Employment*

### **Background**

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.

### **Job Purpose:**

As part of the Employment team you will be involved in a variety of different tasks and all areas of our practice, with a particular focus on contentious work. We are looking for someone with prior contentious experience in an Employment department who will be able to join our busy team and be an immediate benefit. In return, you will get in-depth involvement in Employment Tribunal cases and the opportunity to assist in other areas of employment law too.

You will be expected to provide support to all solicitors and partners in the employment team on a regular basis. Externally, you will be in contact with Barristers as well as 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.*

- Supporting team members with the conduct of Employment Tribunal claims including
  - Drafting defences to tribunal claims and witness statements;
  - Reviewing documents and disclosure;
  - Drafting correspondences to opposing Solicitors/Clients/Tribunalst;
  - Liaising with Counsel in advance of hearings;
  - Attending hearings/client meetings and taking notes;
  - General administrative tasks such as putting together trial bundles and delivering documents to Tribunal.
- Putting together Settlement Agreements and COT3s;
- Researching different aspects of law;
- Any other reasonable duties as requested.

## Attributes and Skills Required:

### Essential

- Prior contentious paralegal experience in an Employment team;
- Minimum 2:1 degree or equivalent in Law (or appropriate conversion);
- Successful completion of the LPC;
- Good drafting skills;
- Excellent administration skills, organisation and attention to detail;
- Ability to conduct effective legal research;
- Competent in all MS Office applications, to include Word, Excel and Outlook;
- Good written and oral communication skills at all levels with the ability to communicate in “plain English”;
- Must be client focussed and have an approachable manner;
- Have a methodical approach, with good attention to detail;
- Possess a strong customer service ethic;
- Good time management skills, ability to multi-task, 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 calm and professional at all times;
- Be punctual and flexible - if you have capacity, will be required to help other team members and/or other departments.

### Desirable

- Knowledge of DMS (Document Management System);
- Knowledge of Partners for Windows (time recording systems).

If you would like further details or wish to apply for this position please email your CV and covering letter direct to [support.recruit@devonshires.co.uk](mailto:support.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).*