



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 250 staff.

Job Role

This is an opportunity for a hard working individual who has an interest in construction law to join a busy construction department in London. Previous experience as a litigation paralegal is welcome but not essential - we are looking for someone who is prepared to work hard and go the extra mile. Previous employees have successfully used experience gained from this role as a springboard to securing pupillage and training contracts.

Main Duties and Responsibilities:

Your role will be to assist three solicitors in the team and may include any of the following:

- Assist in case management on a fee earning basis, including diarising key dates and chasing where necessary to meet court/adjudication deadlines;
- Assist in instructing technical experts and arranging inspections;
- Assist with enquiries made by clients, barristers and other fee earners, chasing paperwork where necessary;
- Provide clients with progress reports as and when required;
- 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; and
- Liaise with the court prior to trials to ensure necessary paperwork is sent and received and follow up on late/lost paperwork.

- Research Role
 - Identify and review decisions from the courts of England & Wales and (from time-to-time) the courts of international jurisdictions;
 - Keep updated with relevant announcements from the Ministry of Housing, Communities and Local Government;
 - Keep updated with new statute regarding Building Regulations and/or the construction of buildings; and
 - Where appropriate, compile the research into a newsletter for clients and prospective clients.

Person Specification

- A strong academic background;
- Proactive and willing to use initiative;
- Excellent communication skills, both written and verbal;
- High attention to detail; and
- Capable of working within a team.

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 identity, 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.