



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 250 employees.

Job purpose

The purpose of this role is to assist our Securitisation team based in our Colchester office. We are looking for somebody who is ambitious, driven and willing to learn and ideally, with previous conveyancing or property experience.

The successful candidate will eventually be responsible for their own caseload and carrying out the property due diligence required in order to charge social housing properties to a private lender.

This is an ideal job for those looking to improve their property legal skills and gain experience working in a leading city law firm albeit being based in our Colchester office. Most of the team are currently working from home unless it's necessary or their preference to attend the office e.g. for training sessions or insufficient resources at home.

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 monthly billing targets and any other 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;
- If you have capacity, you may be required to help other departments, or team members, though this tends to be very rare.

Person Specification

Essential

- At least 2.1 degree or equivalent in Law (or appropriate conversion);
- Ambitious and willing to learn;
- Diligent and able to take responsibility for their own caseload;
- Experience of conducting effective legal research;
- Competent in all MS applications, to include Word, Excel and Outlook;
- Good communication skills at all levels;
- Must be client focussed and have an approachable manner;
- Have a methodical approach, with good attention to detail;
- Possess a strong customer service ethic with the ability to empathise with clients;
- Good time management skills, able to deal with more than one task at a time, able to work with limited supervision:
- Ability to work under pressure to tight deadlines and be 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.

Desirable

- Successful completion of the LPC or studying the LPC part time;
- Studying CILEX;
- Knowledge of DMS (Document Management System);
- Previous property or conveyancing experience.

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.