



## 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 client base consists of Registered Providers of social housing. 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.

The Construction, Engineering and Procurement team is ranked Tier 4 for contentious construction and is described by Legal 500 as *"...led well by the partners. They are all knowledgeable, commercial and focused on achieving the right outcome for their clients. They are also very client friendly and good to work with, irrespective of the subject matter."* The main client base of the team is Registered Providers, building contractors and construction professionals. There are 24 fee earners in the team who have unrivalled expertise in fire safety defects in relation to tall buildings.

### **Job Role**

This is an opportunity for individuals who have an interest in construction law and/or fire safety and regulatory matters to join our busy construction department in London. The opportunity arises for two dedicated paralegals in light of a recent new instruction to manage a portfolio of litigation mainly (but not exclusively) in relation to tall buildings. Previous experience as a litigation paralegal is welcome but not essential - we are looking for someone who is thorough, prepared to work hard and work well in a team. Previous employees have successfully used experience gained from this role as a springboard to securing pupillage and training contracts.

### **Main Duties and Responsibilities:**

The CEP department operates very much as one team and it is likely that you will work with a variety of fee earners as part of your role. However, in particular, you will be expected to assist one partner (and a couple solicitors) in the team to manage and proactively progress a portfolio of litigation for a key client of the firm. Your role is likely to include:

- 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 regular progress reports to clients and internal stakeholders as and when required;
  - Assist in drafting letters of claim, claim forms and Court applications;
  - Assist in drafting submissions for adjudication and arbitration proceedings; managing proceedings in the Technology & Construction Court;
  - Assist in amending and advising on novations, assignments, standstill agreements and settlement agreements;
  - Liaise with the court prior to trial to ensure necessary paperwork is sent and received and follow up on late/lost paperwork;
  - Filing and serving necessary documentation in court and arbitral proceedings;
  - Preparing bundles (both hard copy and electronic).
- 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, apply research to assist in furthering client objectives and/or advising clients on risk.

## Person Specification

- A strong academic background;
- Proactive and willing to use initiative;
- Excellent communication skills, both written and verbal;
- High attention to detail;
- Organised and capable of juggling a large caseload;
- Taking responsibility for cases and escalating as necessary to more senior fee earners; 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](mailto: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](http://www.devonshires.com).*