



Paralegal – Portfolio Team

Real Estate & Projects

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 and Property. Over the past few years, we have grown significantly and now have approximately 250 employees.

The Team

We are seeking to recruit a Paralegal to assist our Real Estate and Projects Department. A core area of the team is portfolio acquisition and disposals for Housing Associations, charitable bodies and local authorities. The focus of this position is to support our active team in delivering a high level of service to our clients.

Job purpose

We are looking for someone with strong analytical skills, excellent attention to detail and who is able to manage their work with accuracy and a highly efficient level of time management. This is a role that will require flexibility and the ability to successfully prioritise competing demands.

The successful candidate will gain excellent exposure to a broad range of property work in a busy and friendly team. We believe strongly in investing and training our staff and the successful candidate can expect the opportunity to expand on and further develop their existing knowledge.

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.

- Collating information including title, planning and associated documentation
- Reviewing of title information and planning documentation to extract details and information and setting these out in tabular or report format where required
- Reviewing of leases to extract restrictions on use or sale, and commercial details as may be required for a transaction
- Undertaking suites of searches where required
- Seeking consents from third parties where required
- Preparing and reviewing reports on documents
- Drafting and agreeing various documents
- Preparing land registry applications and SDLT forms
- Ensure timelines and deadlines are met and adhered to;

- Set up and maintain online document rooms;
- Manage a large number of deadlines relating to a variety of transactions at any one time;
- Carry out legal research as and when required;
- Dealing with requisitions raised by HMLR;
- Communicate positively with clients and other parties both on the telephone and by email and manage a range of clients resourcefully;
- Organise and maintain tidy and accurate electronic files (hard copy files when required);
- Provide support and assistance to fee earners within the team as and when required;
- Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual.

Person Specification

Essential skills and requirements

- You will have an appropriate degree in Law or equivalent (or appropriate conversion) or an appropriate subject;
- You will have good experience in a similar role (i.e. at least six months) and possess solid drafting skills;
- You take a methodical approach with good attention to detail;
- You are competent in all MS applications including Word, Excel and Outlook;
- You are client focussed, have an approachable manner and excellent communication skills;
- You are able to work with limited supervision;

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](#).

All recruiters must submit their candidates' CV via our HR team or using the recruitment inbox listed above. Only HR can agree terms of business with third parties, provide the appropriate privacy notice to be shared with candidates and ensure that the firm maintains its commitments to LEXCEL, ISO27001 and Equality Diversity & Inclusion.

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.