



Job title	Legal Services Paralegal	Job family and level	Administrative, Professional and Managerial Level 3
School/ Department	Legal Services	Location	University Park Campus/ remote

Purpose of role

The role holder will work within the Legal Services team, providing support, under the direction of the Legal Services team members, on a range of legal matters; they will also assist with the Legal Services Operations Team. The work will vary and will include commercial legal work, support on student casework, employment matters and governance/regulatory work.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<i>Casework</i> - Assist with the preparation and legal work in connection with commercial contracts to include: - completing template legal agreements, - negotiate and review commercial and other contracts (such as confidentiality agreements and services agreements), ensuring that all necessary information is provided in order that the document may be signed by the relevant parties - Providing support to the Lawyers in the team working on contentious matters, including legal claims, student disputes and inquest proceedings through preparing witness statements, collating evidence and liaising with colleagues across the University to support case progression - Assisting with general student advice related matters	75%

	• Assisting with researching and drafting legal briefings on a range of topics • Assisting with other areas of legal work within the team as needed including on employment and governance/regulatory matters	
2	<i>General Duties</i> • Drafting correspondence and maintaining matter files within the Legal Services case management system. • Assisting the Lawyers in the team generally in the performance of their duties • Assisting with other legal administration where required	15%
3	<i>Other Duties</i> Working with other members of the Legal Services team on matters as needed, including maintaining/creating/updating the Legal Services webpages and resources. This includes any other duties commensurate with the grade	10%

Person specification

	Essential	Desirable
Skills	• Excellent verbal and written communication skills • Ability to work effectively and professionally with staff at all levels and as part of a team • Ability to work independently and prioritise own workload • Excellent organisational and time-management skills • Appropriate handling of confidential information and an understanding of data protection • A good working knowledge of MS Office and strong computer skills • Motivated to deliver services to a high standard and a demonstrable interest in development opportunities	• High level of IT skills, including MS Word, Excel and Outlook and ability to integrate different packages
Knowledge and experience	• Experience of a broad range of office duties e.g. data entry, diary management, correspondence • Ability to work effectively, professionally and efficiently in a busy office environment, preferably with prior relevant experience • Experience of and ability to work under pressure and meet deadlines • A keen interest in legal issues and legal work	• Experience in a legal support role • Broad understanding of the legal issues in the Higher Education sector • Experience working for/with solicitors in-house or in private practice • Casework experience
Qualifications, certification and training (relevant to role)	• Candidates must be Law graduates or graduates who have taken a qualifying post-graduate law conversion course, with an excellent academic record overall in addition to relevant experience	• Post graduate legal qualification



Athena Swan
Gold Award



Race Equality
Charter
Bronze Award



Expectations and Behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

Valuing people	Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
Taking ownership	Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
Forward thinking	Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
Professional pride	Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
Always inclusive	Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

