

Job Description

Job Title:	Paralegal
Team:	Family
Reporting to:	Partner

Laceys is a well-established, trusted and forward-thinking local law firm operating from 2 Bournemouth based offices across a broad spectrum of practice areas.

We're recognised in the Legal 500, demonstrating our strength and depth of legal advice across a range of services, for both individuals and businesses.

The Family team regularly advise on a range of matters including matrimonial finances, divorce and Children Law. The team has a number of specialist lawyers, including accredited members of the Law Society Children Panel, who represent clients in a variety of proceedings and undertake advocacy at Court.

The Role:

Supporting fee earners across the team, with a particular focus on those cases relating to private and public law children proceedings. You will work under the supervision of our experienced lawyers to progress cases and interact with clients, become involved in evidence gathering and research projects and be responsible for building and maintaining case files.

Duties include:

- Securing information necessary to assess the merits of a new enquiry and legal aid eligibility where appropriate
- Effectively time recording any fee-earning work
- Responsibility for work delegated by fee-earners in children cases including instructions to counsel, drafting statements and correspondence, including communication with clients, other advocates and third parties
- In appropriate consultation with the relevant fee earner, progressing cases in a way which complies with the directions of the Family Court
- Uploading documents to the Court Portal and bundle preparation using the 'Bundledocs' online application
- Creating summary reports for fee earners to assist with case progression and advocacy
- Conducting legal research - utilising existing files and a variety of other research tools to support advice to clients and developing an effective case strategy
- Keeping up to date with relevant changes in the law
- Writing articles for internal or external circulation as required

- Managing paperless files through the firm`s case management system and maintaining these to a high level in accordance with professional regulatory requirements, Laceys` internal protocols and the LEXCEL quality mark standard
- Assisting with billing and dealing with money received, as directed
- Networking with clients and other professionals to create and strengthen working relationships and participating in marketing activities as required

The Person

Qualifications:

- A Law graduate or completion of HNC or equivalent experience

Knowledge:

- Experience of Family law and Children cases in particular.
- A high degree of IT literacy, particularly a good familiarity with MS Office and ideally with experience of using electronic legal case management systems

Skills:

- Flexible and motivated. We value enthusiasm and commitment as well as ability and experience
- Proven legal research skills with a good understanding as to how legal research opinions should be presented
- Resilient and highly organised in a busy working environment
- Excellent interpersonal and communication skills
- Business acumen and an understanding of our clients` needs
- Ability to work independently on your own initiative
- A strong team player who supports colleagues and the work of the team
- Strong attention to detail and effective time management – ability to work to tight deadlines
- Effective general administration skills

Experience:

- Previous experience in a similar role in a law firm or legal department
- Demonstration of relevant work experience including work placements or volunteering is an advantage