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| **Job title:** | **Paralegal** |
| **Line manager:** | **Senior Solicitor** |
| **Grade *(if applicable):*** |  |
| **Direct reports:** | **N/A** |



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| **Role purpose:** |
| To work as part of the Legal Services team to provide a comprehensive in-house legal service to internal customers primarily on all aspects of landlord and tenant law, including but not limited to property litigation, general property and land law and to develop expertise in other areas of law and provide advice and support as required by the Group from time to time. |
| **Key results:**  Under the supervision of a Solicitor to take responsibility for management of own caseload comprising a variety of landlord and tenant matters, including but not limited to property litigation, general property and land law.  To provide support as assistant to the Solicitors and Senior Solicitors on complex and/or substantial matters as required.  To provide legal support to internal Peabody customers in both contentious and non-contentious matters including providing legal analysis on policy, procedure and corporate business.  To positively represent Legal Services and pro-actively contribute to cross Peabody working groups/forum.  To play an active role in the provision of the Legal Services training programme.  To assist the Legal Team or other team within Legal, Governance and Risk with special projects as required from time to time. |
| **Success metrics:**  To work to the highest case management standards in accordance with Lexcel standards and procedures. To undertake a range of continuing professional development.  To contribute to the achievement of Legal Services service delivery strategy and Peabody’s business objectives. |
| **About you:**  **You will have:**   * Ability to work independently, exercising good initiative and judgement * Excellent written and verbal communication skills. * Proven time management and prioritisation skills. * Proven experience and ability to deliver excellent customer care and valuing diversity. * Proven attention to detail and ability to work on a variety of tasks simultaneously. * Ability to work under pressure and meet deadlines and targets * To ensure that all policies and procedures are adhered to so that consistent and standard practice is achieved across the organisation * A commitment to continuing professional development. * Willingness to increase and share professional knowledge to build capacity and capability within the Governance, Legal compliance and Risk teams * Discretion and confidentiality * Curiosity and interest in different aspects of business and operations * Empathy with Peabody’s vision as a charity and social housing provider * Experience of interpreting and analysing information and identifying action required * Experience of forming and maintaining effective working relationships with internal and external contacts at all levels   **You will have:**  Degree or equivalent and relevant experience |