

Job Profile

Job holder name:	
Job title:	Paralegal
Team:	Matrimonial
Department:	Family
Location:	Barnsley
Reports to job title and name:	Head of the Barnsley Office, Sarah Walker

Summary of role:

The job holder will provide efficient and effective legal advice, assistance and representation for private and publicly funded clients maintaining the highest standards of professional expertise and client care at all times. They can expect to run a caseload consisting primarily of matrimonial work. The job holder will be expected to make every effort to obtain a speedy result for the client, to be accessible to their clients and to maintain regular and appropriate contact with them. They will also be expected to deal effectively and considerately with people from different cultures and backgrounds.

Howells aims to provide a holistic service and paralegals are encouraged to work together with other fee earners, support staff and with employees in other departments to ensure the best quality service.

The job holder will be directly responsible to the Head of the Family Department and to the Partners of the firm in general. They will also be responsible to a supervisor nominated by the firm for their day to day performance in respect of their legal work.

Responsibilities:

Case work

- Deal with correspondence and telephone queries
- Deal with clients requiring specialist matrimonial law advice in person
- Provide written advice to the client, where necessary
- Maintain proper diary systems i.e. court dates, limitation dates and timetables set by courts/tribunals
- Produce documents and instructions and obtain expert reports
- Negotiate settlements with other parties
- Attend court/tribunal if required
- Conduct own advocacy
- Brief counsel, where necessary/appropriate
- Assess clients for public funding/legal representation
- Submit interim and final bills on a regular basis

Miscellaneous

- Promote Howells LLP and the work of the Family Department externally, with the aim of increasing the number of clients of the team and building relationships with external organisations
- Liaise with the Legal Aid Agency
- Review files on a monthly basis
- Keep up to date with changes in the law and procedures
- Deal quickly and efficiently with clients
- Ensure that cases are conducted in accordance with Law Society guidelines and that the regulations and procedures of the Legal Aid Agency are adhered to in respect of publicly funded matters and the Legal Aid Agency Specialist Quality Mark Standards.
- Maintain confidentiality
- Meet chargeable time and financial targets, as set by the Head of the Family Department
- Attend meetings and training sessions, where relevant to the job holder's work
- Manage own continuous professional development
- Provide support for other fee earners as necessary

The job holder will be expected to carry out any other tasks as reasonably delegated to them by the Head of the Family Department.

Skills and capabilities

- Communication – written and spoken, active listening
- Problem Solving
- Ability to develop relationships
- Ability to learn
- Computer Literate
- Ability to work as part of a team
- Ability to work on own initiative
- Understanding of the firm's business and the marketplace

Competencies

These describe how a person is expected to carry out their particular role. They do not describe what a person does. Achieving higher level competencies indicates that all preceding levels are being demonstrated.

The Competency Framework document has full details of the how each competency is demonstrated. To meet the competency level expected the role holder must be meeting all the behavioural indicators of the levels preceding it.

Competency	Level
Client care – customer service	2
Quality and compliance	2
Planning and organising	2
Decision making	2
Communicating and influencing	2
Team work	2
Business Development	2
Financial performance and profitability	2

Team leadership	2
<p>The job holder is expected to perform consistently at the above competency levels.</p>	
Performance	
<p>Personal performance in the role is measured by achieving, maintaining and exceeding the expected level of:</p> <ul style="list-style-type: none"> • chargeable time • financial targets • competencies over a sustained time frame • file review level 2 (overall mark in file reviews) • demonstrating skills and capabilities for the role <p>Identifying under performance highlights areas for individual development in order to ensure effective delivery of service to the client.</p>	

Employee Signature & Date:		_ _ / _ _ / _ _ _ _
Approved by Head of Department Signature & Date:		_ _ / _ _ / _ _ _ _
Approved by HR Signature & Date:		_ _ / _ _ / _ _ _ _