Job profile

<table>
<thead>
<tr>
<th>Title</th>
<th>HR1089 - Legal Executive/ Paralegal - Construction</th>
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</thead>
<tbody>
<tr>
<td>Department</td>
<td>Construction - Property</td>
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<td>Reporting to</td>
<td>Construction Fee Earners</td>
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<tr>
<td>Working hours</td>
<td>09.30 am – 5.30 pm, Monday – Friday (flexibility may be required on occasion where the work necessitates)</td>
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The firm

Fladgate is a commercially astute law firm with a strong international focus, serving a wide range of corporate, institutional and private clients. We have a long heritage of delivering high-quality legal advice. We are one of the UK’s top 100 law firms, with over 75 partners and a reputation for providing solutions that work.

We have a broad skills base that covers a wide spectrum of legal services arranged into three main offerings:

- Real estate – which includes construction, planning and property litigation teams.
- Dispute Resolution – which includes regulatory, governance and investigations, banking litigation, arbitration, contentious trust, family and matrimonial, civil fraud and asset protection.
- Corporate – which includes banking, commercial, sports, financial services, tax, private capital, funds, technology, intellectual property, employment and immigration groups.

In addition to advising a substantial UK-based client base, the firm provides a proactive and efficient service for clients with international business through specialist groups which serve continental Europe, India, Israel, South Africa, the Middle East, Russia/CIS, US, Canada and the Asia Pacific region. Operating from London and comprising multilingual and multi-qualified lawyers, these groups facilitate cross-border activities for a diverse range of companies. The firm is a member of the International Lawyers Network, a worldwide non-exclusive association of high-quality full service law firms based in 67 countries.

For more information visit our website at www.fladgate.com

16 Great Queen Street
The construction team

Our busy and dynamic construction team currently consists of 4 partners, 6 associates, 1 trainee and 3 paralegals.

We offer quality advice from leading industry peers to handle complex building, engineering and development projects for industrial, commercial, retail and residential clients; both domestic and international.

Our advice translates to commercial decision making for businesses, not commentary for institutions. Clients praise our ability to conduct complex projects in a straightforward fashion. Our clients value the partner-led service that we provide.

The team boasts various specialties in complex project work, litigation, arbitration (domestic and international), adjudication and various forms of ADR, acting for employers, contractors, professionals and funds in the UK and further afield. The team are also involved in substantial PFI projects in the healthcare, education and housing markets.

As the construction team grows, our aim is to recruit astute, motivated and enthusiastic individuals to represent the Fladgate brand. We offer exceptional training and career development and the opportunity to learn from some of the best in the business.

The role

As a paralegal in the construction department, your role is to support the partners and other earners of the department across a wide range of non-contentious construction matters.

Duties and responsibilities

Work under supervision on a broad range of construction matters:

Responsibilities of the post:

Work under supervision on a broad range of construction matters including but not limited to:

- Prepare construction documents, including consultant collateral warranties, third party rights notices and construction reports;
- Pro-actively progress construction requirements including overseeing execution of documents and satisfying condition under property and finance agreements;
- Assist firm reporting to clients and maintaining progress trackers;
- Assist with day-to-day correspondence, both hard copies and electronic;
- Assist with post-completion deliverables;
- Construction enquiries;
- Liaising with property and corporate departments;
- Deal with ad hoc projects as directed by partners and assistants including business development initiatives, internal and external training and know-how management work;
- Deal with ad hoc projects as directed by partners and assistants;
- Manage own workflow;

General responsibilities

- Take responsibility (under supervision) for own files and manage all aspects of client
work in line with the firm’s quality control procedures and the Lexcel office manual;
- Deal direct with other lawyers and clients;
- Take work from partners and associates and manage workload;
- Draft all documentation observing house style;
- Meet all financial targets;
- Assist in business development and marketing initiatives;
- Keep up to date with developments within the law and develop expertise;
- Attend appropriate training sessions;
- Take an active part in departmental activities; and
- Follow all reasonable instructions.

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**Person specification**

The ideal candidate will have:

**Education and qualifications –**
- Strong academics. Law degree or GDC / LPC and good A-Levels (or equivalent)
- Career paralegal, OR
- Part qualified or fully qualified Fellow of the Institute of Legal Executives

**Professional knowledge and experience -**
- A minimum of 2 years legal experience in a team within private practice
- Able to demonstrate exceptional case management and meticulous attention to detail
- Able to demonstrate a proven track record of excellent direct client contact and client care

**Financial management**
- Commercial
- Meets targets
- Uses non-chargeable time effectively

**People management**
- Communicates effectively and clearly
- Track record of gaining respect, trust and credibility

**Business development**
- Makes a contribution to the department
- Ability to initiate and sustain relationships with clients
- Thinks creatively

**Personal qualities and circumstances**
- Positive work ethic
- Optimism
- Energy, enthusiasm and drive
- Reliable
- Good social skills and personal presentation

**General management**
- Excellent co-ordination and organisational skills
- Achieves results within given timescales, particularly when working to tight deadlines
• Proactively drives matter forward to completion
• Prioritises tasks effectively

Equal opportunities

As a firm we are committed to the promotion of equal opportunities in all stages of the recruitment process. We are signatories to the Law Society Diversity and Inclusivity Charter and have been awarded the 'Gold standard'.

Benefits

We reward our staff for their continued commitment to the success of this firm with a comprehensive range of benefits such as: a generous holiday allowance of 26 days, new business bonus, fee earner bonus, life assurance, GIP, private medical, contributory pension, season ticket loan, GymFlex sports club loan, free weekly personal training and yoga sessions, childcare vouchers and staff introduction bonus.