

## **JOB DESCRIPTION**

<b>Job Title:</b>	Paralegal
<b>Group:</b>	Dispute Resolution TMT
<b>Reporting to:</b>	Tim Ashdown
<b>Location:</b>	Brighton (London when required)

### **1. JOB PURPOSE:**

- 1.1 To operate as an effective member of the Dispute Resolution Group within the TMT team, specialising in IP, IT and Telecommunications.
- 1.2 To be responsible under supervision for own caseload of work which will include multiple instructions from a specific client.
- 1.3 To meet own fee target.
- 1.4 Achieve the targets as defined by the Group Leader, including recording sufficient chargeable hours and fees.

### **2. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED**

- 2.1 Completion of LPC desirable but not essential.
- 2.2 Previous experience of working within litigation preferred.
- 2.3 Knowledge of relevant IP legislation would be advantageous (such as Copyright, Designs and Patents Act 1988, Trade Marks Act 1994, Registered Designs Act 1949) as would a working knowledge of the Civil Procedure Rules and relevant case law.
- 2.4 Able to effectively manage their time to achieve client and internal deadlines and to work accurately under pressure to meet court deadlines.
- 2.5 Understanding the importance of client care with an ability to deal with a wide range of clients with differing objectives including being able to understand the commercial objectives of the client.
- 2.6 Able to work within a team and provide support to other fee-earners as appropriate.
- 2.7 Confident Excel skills sufficient to enable the reviewing of relevant matters.
- 2.8 Competent IT skills including Outlook, Word, Digital Dictation and Axxia.

- 2.9 Attention to detail.
- 2.10 Understanding of the strategy and vision of the firm.
- 2.11 Communicate effectively with clients, in writing, over the telephone and in meetings.
- 2.12 Convey technical legal information in an effective and accessible way.

### **3. RESPONSIBILITIES AND DUTIES**

#### **3.1 Personal**

- 3.1.1 To participate and contribute to the TMT group to ensure an effective working environment, supporting Solicitors, Associates, Partners and other fee-earners on more complex matters as appropriate.
- 3.1.2 Attend the Matrix training programme and other relevant technical training to ensure that skills and knowledge remain up-to-date.
- 3.1.3 To attend and contribute to group meetings.
- 3.1.4 Maintain awareness of the legal market specifically relating to dispute resolution and IP, IT and Telecommunications.
- 3.1.5 Annually participate in AROM/objective meetings, forwarding a copy to HR.
- 3.1.6 To maintain a culture where individuals are encouraged to identify problems or mistakes and are encouraged to “speak up” to ensure issues are resolved.

#### **3.2 Legal**

- 3.2.1 To be the main contact for one particular client and to deal with all aspects of client management and case management.
- 3.2.2 Carry out various tasks as and when required either by allocation through the case management templates or by direct delegation from a Partner or other members of the team.
- 3.2.3 To work on isolated tasks in relation to a bigger project delegated to you by any member of the team.
- 3.2.4 Preparation of correspondence and documents from precedents, digital-dictation and manuscript in compliance with DMH Stallard house style guide.
- 3.2.5 Completion of standard forms without fee earner assistance and production of standard letters without dictation.

- 3.2.6 Preparation of bundles and documents required for hearings/mediations/meetings.
- 3.2.7 Preparation and assisting with tasks associated with Disclosure.
- 3.2.8 Undertaking and reporting of research on specific issues as and when required.
- 3.2.9 General administrative support to the team.
- 3.2.10 To participate and contribute to the TMT Business Development Plan, including drafting articles and blogs, attending seminars and networking events, and assisting in the organisation of such events.
- 3.3 **Financial**
  - 3.3.1 To be responsible for ensuring achievement of own key financial targets, including fees, contribution and payment of debts and disbursements.
  - 3.3.2 Maintaining accurate data on case manager and The Bus.
  - 3.3.3 To monitor own performance in relation to the number of live files, file closures, file openings, billing, time recording and to take appropriate action to ensure targets are met.
- 3.4 **Client Care**
  - 3.4.1 To be responsible for the delivery of the service to the client, ensuring that the highest standards of client care are maintained so that clients use DMHS again and recommend the firm to others.
- 3.5 **Risk**
  - 3.5.1 To be fully familiar with the Money Laundering and FSMA Policies and Procedures and to ensure full compliance with them.
  - 3.5.2 Conforming to the risk management procedures as stated by the firm.
  - 3.5.3 Attend regular meetings with the group to review all current work and workloads.