

## **Administrative/Paralegal support**

### **Legal Team – Civil Department of Birnberg Peirce Ltd**

We are a long established and well respected law firm specialising in Human Rights based in London and we believe in putting our clients first.

We are looking for an experienced Administrative Assistant/Paralegal to support the work of our busy Civil Department of six solicitors. Attention to detail is important to us, as is enthusiasm, flexibility and ability to work as part of a close knit team.

The Civil Department brings damages claims and public law challenges to ensure that State bodies, such as Police Forces, the Ministry of Justice and the Home Office, are held accountable for their actions. The department also represents families at inquest where the death has occurred in State custody or following contact with a State body.

As an Administrative Assistant/Paralegal you will ensure things run smoothly behind the scenes. By providing excellent administrative support you will help our solicitors to focus on our clients. You will need to be highly organised, work to a high standard and able to prioritise work as you are asked to carry out tasks for six solicitors. You will have the characteristics of being proactive, enthusiastic and confident in approaching your work and comfortable making your own decisions, as you may be working unsupervised at times. You will also need the confidence to liaise with colleagues, clients and other external parties and ensure you receive clear instructions/requests. You will be the first point of contact for incoming telephone enquiries.

Other duties will include; legal research, assisting with casework as directed, drafting legal aid applications, opening new files on the ALB case management system, diary and file management, assisting with billing tasks, handling incoming and outgoing post, travel bookings, updating financial records for disbursements, photocopying, preparation of subject access requests, court documents and bundles, and some audio typing for the solicitors.

### **Hours**

Full Time (Monday to Friday (please indicate if you are unable to work normal working hours). The salary will depend on skills and experience. Starting date would be as soon as possible or by 28<sup>th</sup> September 2020.

### **Person Specification**

Applicants are required to demonstrate that they possess the following attributes:

#### **Education and Qualifications**

- High standard of general education (minimum A level or equivalent) is essential.
- A law degree is desirable.

#### **Knowledge and Experience**

- Excellent IT skills (Word, Excel and Outlook) are essential.
- Experience with using a digital case management system (we use ALB) is desirable.
- Experience of working in a legal environment is highly desirable.
- Experience of campaigning is desirable.
- Audio Typing experience is desirable.

### **Skills and Abilities - Essential**

- Outstanding attention to detail, ensuring accuracy at all times.
- Excellent organisational, communication, and interpersonal skills. Ability to organise your own work with minimal supervision.
- The ability to use your own initiative and to prioritise own work in response to deadlines and the competing demands of six solicitors.
- The successful candidate will be professional, flexible and capable of working independently.
- Excellent verbal communication skills and the ability to deal with a wide range of people.
- Excellent written communication skills and the ability to write clearly and succinctly.
- Numerate and confident in working with numbers.
- The ability to work in a team and on your own.
- Take pride in your work and maintain high standards at all times.

### **Personal Attributes**

- Commitment to civil liberties and an interest in current affairs pertinent to the role.
- Commitment to equal opportunities.
- Willingness to undertake any necessary training for the role.
- Willingness to work as part of a team and to be open-minded and cooperative.
- An open, flexible and positive approach to working in a team environment.

### **How to apply**

To apply, please send your CV and cover letter to our Practice Manager, Claire Sibley, at [C.Sibley@birnbergpeirce.co.uk](mailto:C.Sibley@birnbergpeirce.co.uk) by **5:30pm on 11 September 2020**.