

HODGE JONES & ALLEN

Job Description: Dispute Resolution Paralegal

Job Overview

To support Dispute Resolution fee earners and ensure cases are managed and progressing successfully.

Main Duties

Duties will vary in importance and priority, depending on circumstances and the needs of the business at any particular time, but will include the following key responsibilities:

Communication

- Be able to communicate confidently with all parties including client, court, experts and the other side by correspondence and telephone.
- Setting up meetings in person, telephone or video link with guidance

Drafting

- Draft simple correspondence to clients, other side, court, experts and all other parties.
- Draft simple instructions to counsel
- Drafting of basic witness statement
- Draft simple applications to court.

Fee Earning other than the above

- Conducting basic legal research
- Obtaining information from relevant experts
- Assisting with settlement
- Briefing barristers and other experts as necessary
- Issuing proceedings including use of the CE filing system
- Preparing bundles for court and counsel etc. pursuant to the civil procedure rules on hard copy bundles and electronic bundles.
- Taking detailed and accurate contemporaneous notes of meetings, conferences and hearings.

Targets

- Complete accurate time recording
- Meeting billing and chargeable hours targets

Administration & Delivery of Work

- Following administration systems and procedures as required by the Firm/Lexcel
- Using case management system
- Any other reasonable tasks for the role (where applicable)
- Ability to present information simply and accurately, both orally and in writing
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Interpersonal Skills

- Ability to establish and maintain good working relationships with staff at all levels
- Be discreet, empathic and sensitive in dealing with clients

- Ability to present information simply and accurately, both orally and in writing
- Highly motivated
- Willingness to take on new challenges
- Have a practical approach to problem solving
- Able to work on own initiative as well as work in a team

Hours of work

Core office hours will be 9.30am to 5.30pm, 5 days per week. Taking account of the nature of the role, a degree of flexibility will be required so as properly to fulfil the responsibilities and duties associated with the position.

Please note that you will be expected to work in the office. Hybrid working may be considered following completion of a successful probation period.