

emgsolicitors

Supporting Clients. Protecting Assets. Changing Lives.

Paralegal Durham





About the Role

What are we looking for?

We are currently looking to recruit a Paralegal, previous experience is desirable but not essential.

Where will you be based?

This role will be based from our Durham office, but we would expect you to travel and work from other offices from time to time.

How many hours will you be working?

This is a full-time role which is 35 hours per week, however at EMG Solicitor we work flexibly, it's not a 9 to 5 role, but we do expect the work to be done, when you do it can be largely up to yourself, your Team Leader and the requirements of your clients.

A brief overview of the role:

This role works within the Commercial Property team. We actively support one another and place a great deal of emphasis on teamwork. In this role you will proactively support and manage caseloads for matters including - development sites and property, owner/occupier transactions and commercial leases, finance work, acting for lenders and borrowers and some high complex value finance transactions.

What will we expect from you:

Generating Work

- We encourage all our team members to win work, which can be achieved in a variety of ways, including:
 - Becoming known as a go-to specialist in a field, including writing articles and speaking at events, both external and internal.
 - Attending networking events and flying the EMG Solicitors flag.
 - Developing relationships on a one-to-one basis.

Each of these methods is equally valid and we will support you in not only making a plan which works for you and the firm but also providing you with any additional training you may need to help you with this aspect of your role.

Undertaking work

- You should be passionate about providing:
 - Technically excellent advice and support to clients, delivered in a user-friendly way.
 - Exemplary client service.
 - We take the view we stand and fall as a team - you will need to work both on your own and as part of a team.



About the Role

Getting paid for the work you do.

- You will be responsible for taking monies on account of fees and disbursements where this is possible and if it is appropriate.
- Time-recording is an essential aspect of this role, and you will need to record time accurately and in line with chargeable and non-chargeable targets.
- It is important you have the confidence to agree fees with clients in advance of billing, whether by agreeing a fixed fee or through hourly rates with a fee estimate.
- You will also need to collect cash promptly from clients in the settlement of their bills.
- You will conduct matters on behalf of clients with due diligence, in particular ensuring excellence when it comes to providing technical advice, a client friendly service and using user friendly language.
- You will assist team members with low grade fee earning tasks on existing files, especially - document handling on disclosure work regarding trial bundles, e.g. preparing bundle index for agreement by the other side.
- You will run some of your own files independently including landlord and tenant matters, assisting the Team Leader with larger complicated refinance and development transactions.
- You will offer support to other fee earners and colleagues within the Commercial Property department, in addition to those within any other departments depending upon business need.

To be able to perform this job you will need.

- As far as qualifications go you will need a good standard of education, a legal qualification would be desirable.
- A full UK driving license would be desirable as there may be the need to travel between offices and to client appointments.
- Previous experience in a Paralegal role would be desirable.
- You will need to be an excellent communicator in how you work with both clients and colleagues.
- Effective time management and organisational skills will need to be part of your skill set and you will need to be able to work under your own initiative to be proactive when working to tight deadlines.
- We also love to promote from within the firm, so we are looking for someone who has a desire for continuous personal and professional development.
- You will need to have good attention to detail.



What we're Looking For

A little bit about us:

We are an award-winning Legal 500 Boutique law firm with offices across the North. We provide a range of legal advice to both private individuals and businesses across the region and nationally.

Our mission is: We provide the legal support our clients require in order to achieve anything from their basic needs to their wildest dreams and everything in between.

We specialise in Court of Protection, Deputyships, Family Law, Residential Conveyancing, Commercial Property, Litigation & Disputes and Wills, Trusts & Probate Services.

A little bit about the colleague we're looking for:

We're looking for a colleague who aligns with our core values of:

- **Cooperation** - we proactively support our clients and each other.
- **Courage** - we are ambitious and think big.
- **Excellence** - we deliver excellence.
- **Integrity** - we are open and transparent.
- **Kindness** - we value people, communities, having fun and being happy.

We want someone who will work proactively to deliver exceptional client service through the knowledge and skills they bring to the role. We want someone who will go the extra mile for both their clients and their colleagues, so we can **all** achieve anything from our basic needs to our wildest dreams and everything in between.

Some of the behaviours we want to see demonstrated in this role:

Co-operation – You make yourself available to colleagues, letting them know when you are able to help.

Courage – You will fight for your client's cause; however, we don't want you to just say 'yes' to your client we want to give the difficult answers and advice too.

Excellence – We are one legal firm and, in your role, we would expect you to seek to help your client with all their legal issues. In working with your clients, we expect excellence in client care keeping them up to date with what can be done and buy when.

Integrity – You demonstrate a knowledge and understanding of the diversity of our clients and colleagues.

Kindness – We ask that you listen, encourage participation and allow people to be heard, noticing when colleagues and clients may need an extra hand and an offer of help.



What We Offer

What you can expect from us:

We take pride in our employment offer and believe it has something to appeal to everyone, but we're always reviewing our proposition to make sure it remains competitive and relevant.

We provide a full complement of training to support you and develop you in being the best you can be in your role; this starts with a comprehensive induction to really help you settle into your new role.

In addition to a competitive salary, we offer a bonus scheme which is paid equally to everyone across the firm on an annual basis dependent on the hours contracted to work and the colleague's length of service within that year of employment.

Our pension scheme is currently run through Standard Life and our employer contributions are 4%, we also provide death in service cover of three times salary.

Holidays are 25 days per year plus Bank Holidays and we also have 3-days non-contractual leave at Christmas, these holidays are all pro rata for colleagues who work part-time. On each 5th year of employment, you receive an additional 5 days holiday for that year.

We like to celebrate things, so for your birthday you will receive a £50 voucher to spend on anything you like and to give you time to spend it you can have a late start or early finish on or around your birthday. We also want you to enjoy Christmas, so we give all our colleagues a £50 voucher at Christmas as well.

To help you stay fit and well we provide free flu jabs to those colleagues who want one and for colleagues who are having babies we support them through Dear Bump, providing welfare packs and support through your pregnancy.

Our YODHA App. provides colleagues with free health advice and access to counselling, on-line GPs and physiotherapy as well as providing discounted shopping. And finally, if you want to take the family or friends out, we have two passes for Beamish open air museum which you can book out and take up to 10 people to the museum free of charge.

And by living our values through the EMG way,
this is how our clients describe us:

COMMUNITY-MINDED.

PHILANTHROPIC.

Do the right thing.

mindful.

Interested. *

GO THE EXTRA MILE.

Inclusive.

DIVERSE. OPEN.

Trustworthy.

Approachable.

Patient. Positive.

growing.



emgsolicitors

Supporting Clients. Protecting Assets. **Changing Lives.**

Offices across the North.

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