



ABD legal Services Ltd

Job Title:	Paralegal (with potential to develop into a training contract if so required, but not essential)	Job Category:	
Department/Group:	Commercial / Land & Development	Job Code/ Req#:	N/A
Location:	Swindon	Travel Required:	Yes, if required to other office locations.
Level/Salary Range:	Competitive	Position Type:	Full time permanent, however 4 days a week or equivalent hours will be considered
Line Management Responsibility for:	N/A	Date Posted:	
Date Posting Expires:	Closing Date:		
Specific Responsibility to:	Partner – Head of Land & Development		
Job Description			
<p>About Awdry Law: Established in 1750, we are an award-winning firm having been presented in the past with the Law Society’s Excellence Award for Innovation and two awards for excellent customer service. From our offices in Devizes, Chippenham, Marlborough, Royal Wootton Bassett and Swindon, we serve clients in Wiltshire, Berkshire, Hampshire, Somerset, Gloucestershire, Bath, London and throughout the UK. We provide a comprehensive range of first-class legal services for individuals, families and businesses.</p> <p>Our purpose is to provide excellent client service and exceed expectations by being dynamic, inspiring and proactive; client service is at the heart of everything we do. We have a fantastic group of people who work hard, are dedicated and demonstrate great commitment. So, in return for aiming towards these standards we will back you, help you to improve and support you in being the best we can.</p> <p>We also want people to enjoy working here and we aim to do this by creating a positive, supportive, and forward-looking environment. Our values are the platform upon which everything is built - excellent client service and making this a great place to work.</p> <p>Our Values:</p> <ul style="list-style-type: none"> • Everything starts with you : People matter, whether you are a client or part of our team • Always driving forwards: We always show ambition and energy to achieve results 			

- **Be brilliant:** We create positivity, excellence and innovation in all we do
- **Every person, every time:** We are consistent and reliable and give our best, every time.

ROLE AND RESPONSIBILITIES

Job Purpose:

To work within the Commercial / Land & Development teams and assist with a wide and varied range of commercial/land & development transactions such as leases, site acquisitions, plot sales, licences, commercial sales and purchases, finance, SDLT and Land Registry applications. Once the requisite experience has been gained, the successful candidate is likely to handle some of their own straightforward matters and be given a target and bonus structure. There is the potential for a training contract in the future for the right candidate, albeit this is not an essential aspiration and a long-term Paralegal will also be considered.

Typical Activities:

Responsibility for:

- Assisting solicitors with their cases to include drafting more straightforward documents, reviewing and reporting on Land Registry titles, legal research and liaising with clients and other parties
- Dealing with the Land Registry and Companies House
- (Subject to experience) handling straightforward commercial/land & development matters
- Writing blogs, posts and articles to increase and maintain our online presence
- Business development opportunities (albeit not essential)

ESSENTIAL AND DESIRABLE SKILLS, EXPERIENCE AND QUALIFICATIONS

Essential:

- Experience of working as a Paralegal or Legal Assistant in a Solicitor’s firm (minimum 6 months)
- To have the ability to remain calm, polite and focused when dealing with different situations
- To have outstanding communication skills both verbal and written
- A high level of attention to detail
- The ability to build relationships and work collaboratively with all employees
- To enjoy a varied workload and working at pace, sometimes under time pressure
- The ability to make sound decisions taking ownership when required.
- To present in a professional manner
- To be motivated, self-sufficient and to have excellent time management skills
- To demonstrate flexibility in approach
- To have excellent IT skills including Microsoft packages.
- To be able to demonstrate excellent client service

Desirable:

- Experience of Commercial Property and/or Land & Development work (Conveyancing Paralegals will also be considered)
- Law degree or equivalent

ADDITIONAL NOTES

This Job description is not intended to cover all aspects of the role. You may be required to complete other tasks that are in keeping with the general nature of the position.

Reviewed By:	Lee Leonard	Date:	16/08/2021
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Approved By:	Jonathan Bailey	Date:	16/08/2021
Approved By:			

Last Updated By:		Date/Time:	
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