



Paralegal

Devonshires Claims specialises in Clinical Negligence work. We concentrate on birth injury and catastrophic claims, but will handle most kinds of clinical negligence and larger personal injury claims. Based in the City of London, we provide legal services to clients throughout England and Wales.

Our team are recognised by Legal 500 and were shortlisted for the Clinical Negligence Team of the Year in the 2020 Personal Injury Awards.

We are currently seeking a Paralegal to join our successful Clinical Negligence team. The team provides expert advice to clients on the Claimant side, drawing on extensive experience with claims across all areas of medical treatment and recovering millions for clients over the years. The successful candidate will ideally have experience of dealing with a wide variety of clinical areas; birth injury and orthopaedic experience would be particularly useful.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

- Assisting the Solicitors in your team with specific tasks allocated on their files and providing them with progress reports as required;
- Assisting with the organising and maintaining of the Solicitor's tidy and accurate files both in hard copy and electronically;
- Speaking with new and existing clients;
- Providing cover and support to the other Paralegals within the team as and when required;
- Meeting reasonable targets and deadlines on individual files and those set by Fee Earners;
- Follow department procedures, the Solicitor's accounts rules and the Firm's policies and procedures as detailed in the Office Manual;
- Undertaking such duties and tasks that are appropriate for the role of paralegal such as changes in information systems and new technology, drafting witness statements, instructions and other tasks to assist in the day to day running of cases as may reasonably be required;
- General administration roles to assist the smooth running of the department.

Person specification

Essential skills

- At least one year's previous paralegal experience within Clinical Negligence;
- Excellent drafting skills;
- Ability to conduct effective legal research;
- Competent in all MS applications, to include Word, Excel and Outlook;

- Possess a strong customer service ethic, be client focussed and have an approachable manner with good communication skills/telephone manner;
- Have a methodical approach with excellent attention to detail and the ability to deal with more than one task at a time;
- Good time management skills with the ability to work under pressure and to tight deadlines;
- Ability to work with limited supervision;
- Be a supportive team player and willing to assist others;
- Self-motivated, enthusiastic, tenacious and approachable;
- Be confident when dealing with people at all levels;
- Be professional at all times;
- Be punctual and flexible. If you have capacity, you may be required to help other departments, or team members, though this tends to be very rare.

Desirable skills

- 2:1 degree or equivalent in Law (or appropriate conversion);
- Successful completion of the LPC or studying the LPC part time;
- Studying CILEx;
- Knowledge of Proclaim

Devonshires Claims is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshiresclaims.com.