

## **Construction and Engineering Paralegal/Solicitor**

### **The role**

We are recruiting to expand our non-contentious construction and engineering team.

The team has a varied spread of interesting and demanding projects across a full range of clients from businesses requiring construction work for new premises or to renovate existing accommodation to organisations throughout the whole construction supply chain be they developers, contractors, consultants and sub-contractors.

We work in a range of sectors including offshore oil and gas, education, retail, leisure to list but a few.

So who are we looking for? We are looking for someone who either has construction experience (whether as a paralegal, trainee seat in construction, or junior lawyer) or has an interest in construction and a desire to learn a new specialism, to support the team. The successful candidate will be proactive, enthusiastic, a good communicator, with common sense, attention to detail, a strong work ethic and a team player. We would like the individual to have an interest in business development as well.

### **Our Team**

Muckle LLP is the leading North East law firm for business. With nearly 150 people we are the biggest commercial law firm that is based solely in, and focused on, the North East.

Our Construction and Engineering team provides focused, commercial advice on construction, engineering and infrastructure projects, both in the UK and overseas, working closely with clients and other teams in the firm to provide practical guidance from project inception, through the procurement and tender stages, to funding, completion and beyond.

We have developed a specialist practice that provides business people with first-class expert advice. We are dedicated to providing our clients with the best advice and service that we possibly can. We combine City-quality advice with the friendly, collegiate feel of the North East. We know that each client is different and each of our specialist teams consistently offers enthusiasm and expertise tailored for specific needs and situations. The right advice is only right for that client; there is no one-size-fits-all solution.

The Construction and Engineering team is a key part of the wider Muckle LLP team, which is over 150 people strong. We all work together in one open plan office so there are no closed doors, just close working relationships. Muckle LLP is full of bright, enthusiastic, articulate, colourful, confident people. People who live and breathe our core values:

- Trust – we trust each other to do the right thing
- Teamwork – we are one team and work selflessly for each other
- Responsibility – we are self-starters and take responsibility for how we work together and communicate
- Care – we care about our people, clients and community

### **A top place to work**

We're really proud to say we were voted Best Medium Sized Company in the North East at the Journal's Best Place to Work Awards in 2018, recognising the unique culture we've created here. From workplace running, cycling and walking clubs organised by our BEAM (Being Engaged At Muckle) team to agile working, we like to think Muckle is a fun and flexible place to work.

It's also a successful and ambitious place to work, particularly in our Construction team which is used to working on large-scale developments like Newcastle Helix - a 24 acre city quarter built for international tech and science businesses, the local community and residents.



## **A caring place to work**

At Muckle LLP, we want everyone to understand how our business is run and we encourage all of our people to get involved in our award winning CSR work. We donate 1% of our annual profits to local charitable causes and our employees decide where that money is spent. As a Muckle employee, you would also get two days' annual volunteering leave to support the causes you care about.

It's all because we are proud of the communities in which we live and work and we care about giving something back - time, experience, support and money. This is, therefore, an excellent opportunity for someone looking to work in a friendly, open environment who wants to expand and develop their career in a forward thinking, commercial law firm.

If you are interested in applying, please email your CV together with an introductory letter outlining your salary expectations to [recruitment@muckle-llp.com](mailto:recruitment@muckle-llp.com).

## Job Description

**Job Title:** Paralegal  
**Team:** Construction & Engineering  
**Reports to:** Team Head  
**Date:** April 2019



### Purpose of Job:

To deliver high quality and business focussed legal solutions to clients while providing excellent service. The role of paralegal requires the individual to continuously develop their technical expertise and deliver expert support to the team.

### Main Activities:

- Perform fee earning work accurately, reliably and in accordance with firm's risk and quality management procedures.  
Deliver and ensure exceptional colleague and client service and client relationship building. Ensure colleagues and client communication is timely and meets their required standards.
- Meet financial targets by ensuring:
  - accurate time recording
  - timely billing/cash collection
  - working efficiently to maximise financial performance.
- Contribute to the general management and development of the firm by participating in and contributing to one of the firm wide committees or working groups.
- Begin to build and nurture a contact base, using Infor CRM to record client activity.
- Continuously seek opportunities to develop technical expertise and personal effectiveness. Keep up to date with developments in the law, taking responsibility for own knowledge management and personal development needs are fulfilled.

### Knowledge / Skills / Experience:

- Excellent service model compliance and client service skills.
- Planning, organising and time management skills.
- Financial and commercial awareness.
- Team contributor.
- Accuracy and attention to detail.

## Job Description

**Job Title:** Solicitor  
**Team:** All  
**Reports to:** Team Head  
**Date:** March 2019



### Purpose of Job:

To deliver high quality and business focussed legal solutions to clients while providing excellent service. The role of solicitor requires the individual to continuously develop their technical expertise and to build client relationship skills and marketing/business development awareness.

### Main Activities:

- Perform fee earning work accurately, reliably and in accordance with firm's risk and quality management procedures. Deliver and ensure exceptional colleague and client service and client relationship building. Ensure client communication is timely and meets their required standards. Work should be at a standard that it produces referrals/repeat business.
- Meet financial targets by ensuring:
  - accurate time recording
  - accurate and realistic fee estimates
  - timely billing/cash collection
  - working efficiently to maximise financial performance
- Support, coach and buddy trainees. Role model key behaviours and demonstrates the firm's values
- Begin to build and nurture a contact base, using Infor CRM to record client activity.
- Continuously seek opportunities to develop technical expertise and personal effectiveness. Keep up to date with developments in the law, taking responsibility for own knowledge management and ensuring SRA learning and development requirements are fulfilled.

### Knowledge / Skills / Experience:

- Excellent service model compliance and client service skills.
- Good drafting skills for standard legal documents.
- Planning, organising and time management skills.
- Financial and commercial awareness.
- Team contributor.
- Accuracy and attention to detail.
- Presentation skills.



**Trust**



**Teamwork**



**Responsibility**



**Care**

## **Our Values & Behaviours**

### **Trust**

#### **We trust each other to do the right thing**

- Respect and treat each other fairly
- Be honest, open and transparent
- Be yourself and empower others to do what they do well
- Value and recognise each other

### **Teamwork**

#### **We are one team and work selflessly for each other**

- Be aware of your impact on others
- Be clear about what you expect from others
- Plan, organise and prioritise your time
- Coach others to be their best
- Support and delegate to others
- Work hard for the collective, not for individual gain

### **Responsibility**

#### **We are self-starters and take responsibility for how we work together and communicate**

- Be positive and enthusiastic
- Communicate – listen, ask questions and share knowledge
- Embrace feedback
- Challenge ourselves and others to deliver success
- Have great conversations, including the difficult ones

### **Care**

#### **We care about our people, clients and community**

- Help and look out for each other
- Understand, support and learn from each other
- Be proactive and make a difference
- Be kind to yourself and others

#### **Additional notes or information:**

The duties and responsibilities in this job description are not exhaustive.



the **muckle** way

# the **why**?

## **Which way is North?**

The Muckle Way is all about setting our compass. Making sure we all know why we need to pull in the same direction and what we need to do to achieve our vision.

## OUR VISION

To be the North East law firm of choice for businesses and organisations. To remain independent employing the best people in the market who are leaders in their field.

## OUR PURPOSE

To provide the best advice and service we possibly can, profitably.

## OUR STRATEGY

**Independence** – we celebrate our North East roots and are free to choose who we are and how we work.

**Geographical reach** – the North East is our heartland, but we look after clients across the UK and beyond.

**Culture & people** – we are one of the North East's best places to work, filled with exceptional people working as one team.

**Our community** – we care deeply about the North East's communities, businesses, people and environment.

## LEADING THE WAY

It's our directors' and partners' responsibility to lead the way. They will:

**Set direction** – clearly outlining what we want to achieve as a business.

**Drive focus** – making clear and timely decisions on things that matter.

**Live our values** – lead by example, practically demonstrating our values and behaviours.

**Build trust** – support a working environment that nurtures trust and belonging.

**Recognise success** – recognise that success is defined not only by 'what' we do, but 'how' we do it.



**how** we work

# our values & behaviours



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# what we deliver our service

## WE ARE REAL PEOPLE

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TEAMWORK is important to us, but the success of our team is dependent upon the individuals within it. Whilst our service should be delivered consistently, we encourage our people to develop and use their individual style to build TRUST.

- › Use plain English
- › Avoid using jargon or exclusive language
- › Reflect our standards and house style
- › Make things happen, don't sit back

## WHO BUILD STRONG RELATIONSHIPS

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We are commercial, practical and adapt to the collective needs of our clients, our communities and our people. We take RESPONSIBILITY for having great conversations that build strong, lasting and profitable relationships.

- › Think commercially and look for opportunities that will enable us to drive profit and growth
- › Proactively make new connections and get to know existing contacts better
- › Cross-sell and spot opportunities for clients and colleagues

## WE DO WHAT WE SAY

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We clearly outline what we're going to do right from the start of a piece of work. If the unexpected happens, we're upfront and explain how the changes affect our work as soon as we can. It's all about taking RESPONSIBILITY for keeping our promises.

- › Understand, agree and meet expectations
- › Identify potential problems and risks early
- › Understand our risk management procedures
- › Keep finances in order

## ON TIME, IN BUDGET

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We outline when people can expect work to be completed and estimate how much it will cost. We also take RESPONSIBILITY for making sure work gets done on time and clients don't pay more than they've agreed.

- › Make profitable decisions
- › Respond to queries quickly
- › Outline how changes affect time and costs
- › Bill clients promptly with no nasty surprises

## WITH EXCELLENCE, EVERY TIME

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Technical excellence is what's expected of us. From our support teams to our solicitors we want everyone to aspire to the highest level possible. We CARE about quality and always seek to improve.

- › Deliver technical excellence always
- › Develop your own knowledge
- › Comply with SRA rules
- › Always ask 'what could we do better?'



the **difference** we make  
our  
corporate  
responsibility

It may not be part of our service, but being a responsible business is very much part of The Muckle Way.

We engage in our CSR activities because we care deeply about supporting the North East Communities in which our people, their families and their friends live and work - it is simply the right thing to do.

We don't restrict our support to the North East, but it is where we think we can collectively make the biggest difference, and there are lots of ways you can help.

**Give money** – through our grant giving and match funding facilities

**Give time** - through your 2 days annual volunteering leave

**Give expertise** – with free legal advice and professional services

**Think green** – live and work as environmentally friendly as you can

**Promote** – share how you support communities to encourage others

**Have fun** – choose to give back in a way you personally enjoy



## Invest

In our people,  
our clients and  
our communities,  
whilst retaining  
our independence



Engaged  
People

Our  
**success**



Engaged  
Clients



Profit and  
Growth



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