

Commercial/education Paralegal

The role

We are looking for someone to join our commercial team specialising in work for our education sector clients. The position is for someone to support the team in delivering client service to a wide range of education sector clients and will involve helping with taking client instructions, preparing initial draft documents and generally progressing projects to completion, all under the supervision of senior lawyers.

The role will involve a range of work including:

- academy conversion projects;
- trust transfer and restructuring projects;
- advising in relation to a wide range of issues for our education client base with particular focus on governance and constitutional issues and sector specific commercial contract advice (drafting, negotiating and reviewing); and
- the opportunity to get involved in other areas of work for the team.

So who are we looking for? We want someone who has a real interest in this area of law, with a willingness to develop. This could possibly be based on experience in this area of law, although this is not essential. We'd be very interested in talking to individuals who have previous paralegal experience. We are looking for a team player who can easily integrate into a busy and active team, supporting on its business development strategy. We are also looking for an individual with excellent people, communication and client management skills.

The Muckle 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. We all work together in one open plan office so there are no closed doors, just close working relationships.

We have 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.

Historically, we had invested significantly to promote agile working, with our people having the ability to work from wherever suited them best, which we all did already long before the COVID-19 lockdown. This flexibility allowed us to move all of our operation seamlessly to home working in March 2020, without disrupting our service delivery. We continue to operate to the same excellent levels of service that existed pre-lockdown, providing legal services to a wide range of organisations throughout the UK and beyond. Beyond lockdown, we will continue to operate our agile working policy, also taking advantage of our excellent, modern office facilities, where these help us to deliver excellent service to each other and to our clients.

Our people and values

Our people are the foundation of our business, and everything we do is underpinned by our four 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

It means, no matter who you speak to, we provide the same excellent service from people who do what they say, on time and on budget, every time. That's the Muckle way.

Our culture

We want everyone to understand how our business is run and we encourage all of our people to get involved. We are also proud of the communities in which we live and work and give our people lots of ways to support them.

For example, you could use your two days' paid volunteering leave to support a local cause you care about or nominate them for a grant from our Muckle Fund at the Community Foundation.

From workplace running, cycling and walking clubs to fun events organised by our BEAM (Being Engaged At Muckle) team and participation in our Green Team to help make the business as environmentally friendly as possible, we've created a unique and award winning place to work:

- Investors In People Gold award accreditation
- Investors In People Health and Wellbeing accreditation
- North East Better Health at Work Gold award
- Journal North East Best Place to Work (Medium Sized Company) award

So how does all that sound? If you're looking to work in a friendly, open environment and want to develop your career in a forward thinking, commercial North East law firm, then this is an excellent opportunity.

To apply, please email your CV together with an introductory letter outlining your salary expectations to recruitment@muckle-llp.com.

Best of luck!

Job Description

Job Title: Paralegal
Reports to: Group 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 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.



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 **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



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



what we deliver our service

WE ARE REAL PEOPLE

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

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

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

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

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



mucklë

Time Central, 32 Gallowgate, Newcastle upon Tyne, NE1 4BF | DX 61011
Tel: 0191 211 7777 | Fax: 0191 211 7788 | muckle-llp.com

