

# DIGNITY PLC

## J O B   D E S C R I P T I O N

<b>JOB TITLE:</b>	Property Paralegal
<b>REPORTS TO:</b>	Legal Counsel
<b>JOB GRADE:</b>	Employee
<b>FCA STATUS:</b>	Conduct Rules

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### PURPOSE OF ROLE

This position is crucial to support and assist the in-house Legal Team who deal with a range of matters for the business across many legal disciplines including property, commercial, procurement, and various other general matters for both our funeral and crematoria divisions. The day to day can be incredibly varied for an in-house Legal Team, and so this is a great opportunity for someone interested in gaining a wide range of experience across multiple disciplines, as well as being an ideal environment for fostering commercial awareness.

The role will initially have a large focus on legal administration and could encompass a wide variety of tasks depending on a candidate's experience and desire to learn, as well as the ever-changing needs of the business.

### PERFORMANCE MEASURES

- **Accuracy & Quality:** Precision in drafting and reviewing legal documents. Attention to detail and thoroughness when dealing with sensitive documentation.
  - **Efficiency & Productivity:** Timely completion of assigned tasks and meeting deadlines promptly.
  - **Communication:** Effectiveness in liaising with external and internal stakeholders and providing clarity and professionalism throughout.
  - **Compliance:** Ensuring all documentation and tasks are adhered to within the relevant laws and company policies.
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### KEY RESPONSIBILITIES

- Preparing first draft legal documents.
  - Reviewing title deeds and other legal documents including leases, licences, and commercial contracts.
  - Preparing and submitting Land Registry applications.
  - Bundling key documents.
  - Drafting letters, internal notes and memos, and taking minutes during meetings.
  - Conducting research on a wide range of legal, commercial, and historic matters, including assisting with due diligence for freehold property disposals, producing replies to Commercial Property Standard Enquiries and completion of Property Information Forms.
  - Working closely with the Estates Team within the Property Department.
  - Liaising with internal stakeholders and external agents/solicitors.
  - Undertaking general office and legal administration.
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### SCOPE OF ROLE

**Reports to:** Legal Counsel

**Direct reports:** NA

**Indirect reports:** NA

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## WOULD SUIT SOMEONE WHO:

- Is looking to start or further their career within Legal Practice.
- Supportive to colleagues and contributory to a positive work environment.
- Reliable; both in terms of timekeeping and fulfilling agreements.
- Well presented and aims for high standards in role.
- An excellent communicator, able to build strong working relationships with all areas of a business.

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## KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

### Experience

- Ideally, experience working as a Paralegal or in a related legal support role.
- Practical experience gained through internships or externships in law firms, corporate legal departments, or government agencies.
- Experience in managing case files, including organising and maintaining legal documents.
- Experience providing administrative support to wider stakeholders, including scheduling meetings, handling ad-hoc queries and correspondence.

### Education/ Qualifications

- A Degree in Law (minimum 2:1) or Graduate Diploma in Law (minimum commendation) or prior demonstratable experience as a Paralegal, Legal Administrator or Legal Secretary.
- Has attained or working towards their LPC (not essential).

### Technical

- Demonstrated understanding of using software packages such as Microsoft Office, as well as database systems to maintain records and client information.

### General

- Strong verbal and written communication skills for interacting with clients, colleagues, and service providers.
- Good commercial awareness, business acumen and desire to learn and understand Dignity's wider needs.
- An eye for detail and ability to ensure accuracy and completeness.