

Paralegal – Employment Law

Recruitment Pack 2022

Introduction

Thank you for your interest in the role of Paralegal at Collingwood Legal. We hope that this pack will help to provide you with the information you need about the firm and the role, and that you will go on to apply for this important role in our firm.

About Us

Collingwood Legal is a specialist, award-winning employment law firm offering a full range of employment law services. We are Newcastle based with national coverage and we travel to (business) client premises for meetings and training delivery.

We provide a personal service, offering the highest quality, specialist legal advice focusing on the needs of our clients.

We are ranked by the ‘legal bible’, The Legal 500, as a Tier One Employment Law Firm with six members of the team recommended as employment law specialists. At the 2022 Northern Law Awards, we won Law Firm of the Year (1 to 5 partners) and Employment Team of the Year.

In terms of our advisory services, these cover the whole spectrum of employment law, but much of our work is dealing with unfair/wrongful dismissal, discrimination, workplace disputes, senior exits and business transfers and reorganisation. We undertake both non-contentious and contentious work.

Our lawyers regularly assist businesses with the preparation or review of employment documentations, from contracts of employment to internal policies and procedures and employee communications. We work closely with business owners, HR and in-house legal teams to build lasting relationships that allow us to provide tailored advice on both day-to-day issues and larger business projects. In terms of litigation, we deal with claimant and respondent work and take on cases from the outset and help prepare pleadings, draft schedules of loss, deal with disclosure, prepare bundles and write witness statements, in addition to appearing at hearing(s).

We are frequently called on by businesses to advise and assist with internal procedures such as managing disciplinarys, grievances or performance management processes. We also act for individuals dealing with these types of processes or other workplace disputes to try to reach a satisfactory resolution. Unfortunately, issues cannot always be resolved and we also advise on settlement agreements or, where litigation follows, we act for clients in respect of the entire Tribunal process, including advocacy.

Our solicitors involve paralegals in work at all appropriate stages and provide guidance and supervision on work tasks.

About the Paralegal role

The Paralegal role is a fundamental support role in the firm with structured supervision in place to aid development. The postholder will contribute to the effective running of the firm, by offering support and assistance to our solicitors in handling client matters.

The main job of the Paralegal, in a fee earning capacity will be to assist with research tasks which can involve the preparation of research notes or draft advice notes. A Paralegal should also expect to be involved in the review of employment documents and proofing of correspondence. We actively involve Paralegals in our Tribunal work and you can expect to be involved in the compilation of document bundles and lists, as well as assisting with the preparation of certain pleadings.

In addition to fee earning, we are looking for a Paralegal to embrace the marketing functions of our firm and to take responsibility for managing our social media profiles. As a Paralegal you would also be expected to support with our business development activity which ranges from preparing and sending frequent case law updates to our client database, and supporting the delivery of our events program.

Career Prospects

Collingwood Legal is registered with the SRA as an Authorised Training Provider and we are always looking for rising stars to join our burgeoning team.

We have plans to recruit a Trainee Solicitor for a September 2024 start and will be opening for applications in Autumn 2022. If you would like to register your interest for the role of Trainee Solicitor and be notified when applications open, please send your full name, email address and contact telephone number to: recruitment@collingwoodlegal.com

Please note that as the Trainee Solicitor position is not anticipated to commence until September 2024 you may apply for both roles, or only one, if you wish.

Next step

Please ensure that you submit your CV, accompanied by a covering letter, by no later than **5.00pm on 23 September 2022**.

Your cover letter should explain:

- Why you consider you are suited for the role;
- Why you want to work for a specialist employment law firm; and
- Why you believe that you are the ideal candidate for this role.

Collingwood Legal Organisational Structure

Fee Earners

**Managing Partner/Founder
(Training Principal)**

Partner

3 x Senior Associate

2 x Solicitor

**Trainee Solicitor
(recruiting Autumn 2022)**

Paralegal

Office and Finance

Office and Finance Manager

PA / Secretary

Collingwood Legal, 30 Riverside Studios, Amethyst Road,
Newcastle Business Park, Newcastle upon Tyne, NE4 7YL

T: 0191 282 2880 F: 0191 282 2885

www.collingwoodlegal.com

Collingwood Legal is authorised and regulated by the Solicitors Regulation Authority.

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Job Description

Job title:	Paralegal
Reporting to:	All fee earners
Basis and duration:	Full-time and permanent
Hours of work:	35 hours per week. Normal working hours will be 9.00am to 5.00pm with 1 hour daily lunchbreak (unpaid).
Salary:	Competitive salary.
Annual Leave:	24 days + Bank Holidays
Location:	<p>The post-holder will be expected to work predominantly from our office in Newcastle upon Tyne.</p> <p>The post-holder will be expected to travel to events and meetings when necessary.</p>
Other:	Bike to Work Scheme available.

Main duties

Fee earning

- Undertake legal and other research as requested
- Assist with collation of documentation for trials and drafting of documents
- Draft client correspondence under the supervision of fee earners
- Review/proof documents
- Attend client meetings with fee earners as requested/required
- Preparing in-house presentations for clients

Marketing

- Preparing articles for publication both on website and magazines
- Posting of items/events/articles on website (training will be provided on our software)
- Assist with maintenance of client database (both existing and prospective clients etc)
- Drafting monthly newsletter and sending regular updates/alerts/newsletters to those on the database
- Assist with the preparation, management and delivery of our events program including in-person seminars and online events (e.g. managing bookings and technical aspects of online events via Zoom)
- Managing the firm's social media platforms (e.g. LinkedIn and Twitter)

Person Specification and Competency Framework

	Essential	Desirable
A. Knowledge, experience and qualifications	<ol style="list-style-type: none"> 1. A law degree, GDL or equivalent qualification, having obtained a 2:1 or above 2. Academic study of employment law at undergraduate and/or postgraduate level 3. Microsoft Office competent 4. Familiarity with using digital systems and social media for professional purposes to include Zoom webinar platform, LinkedIn and Twitter 	<ol style="list-style-type: none"> 5. Completed the Legal Practice Course 6. Previous legal sector experience 7. Experience or knowledge of case management procedure e.g. terms of engagement and filing.
B. Skills and abilities	<ol style="list-style-type: none"> 1. Legal research skills 2. Organisational skills relating to both personal assignments and wider firm activities 3. Excellent communication skills both verbal and written, to include constructive sharing of thoughts and ideas 	<ol style="list-style-type: none"> 4. Ability to work in a busy, team environment 5. Experience of preparing written legal advice 6. Commercial awareness to appreciate different clients needs 7. Experience of planning events
C. Personal attributes	<ol style="list-style-type: none"> 1. Enthusiasm for and interest in employment law 2. Ability to prioritise tasks effectively and manage your time 3. Collaborative approach and able to work well in a team 4. Able to work flexibly as part of a small team 	<ol style="list-style-type: none"> 5. Responsible and trustworthy 6. Professional 7. Supportive 8. Self-starter and willing and interested to take on and learn new things 9. Friendly personality 10. Ability to attend occasional morning and/or events organised or attended by the firm (which will be planned in advance)

Application and selection process

Applications by way of CV together with a covering letter explaining:

- Why you consider you are suited for the role;
- Why you want to work for a specialist employment law firm; and
- Why you believe that you are the ideal candidate for this role.

Applications to be received by **no later than 5.00pm on 23 September 2022**.

Applications should be sent to:

By email: recruitment@collingwoodlegal.com

By post: FAO Paul McGowan, Managing Partner
Collingwood Legal
30 Riverside Studios
Amethyst Road
Newcastle Business Park
Newcastle upon Tyne
NE4 7YL

We will shortlist those applicants who provide the best evidence that they possess the skills, experience and attributes outlined on the person specification and competency framework.

Shortlisted applicants will be invited to interview where their skills and experience will be explored in greater depth. Legal skills will be assessed by a case study at the interview stage. Further details will be provided to all those who are shortlisted.

The provisional recruitment timetable will be:

Stage 1:	Applications submitted by 5.00pm on 23 September 2022
Stage 2:	Shortlisted candidates notified by 28 September 2022
Stage 3:	Interviews week commencing 3 October 2022 . Please indicate in your covering letter if you are unavailable on this date. We may not be able to accommodate an alternative date. The interview may be in-person or virtual.
Stage 4:	Job offered (subject to references)
Stage 5:	Start date: as soon as possible thereafter, subject to discussion of successful candidate's availability. We would hope the candidates could take up post in October 2022 .

Please note that we encourage early applications and may progress applications early once received.

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