

## JOB DESCRIPTION

### **Paralegal Grade 3**

**Reporting to:** Regional ER Manager  
**Management Responsibility:** none  
**Team:** Employment Rights

### **Job Purpose**

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This role is primarily to assist in the management/running of large-scale group litigation, including specific tasks such as calculating losses, attending on clients, witnesses, undertaking legal research, attending tribunals, the EAT, etc.

There may also be opportunities to get involved with cases within the wider employment rights team, including assisting on/potentially managing straightforward employment advice and/or representation matters, such as, unfair dismissals, wages claims, settlement agreements etc, under supervision.

The above lists are not exhaustive and are given by way of example.

This job is self-sufficient. The job holder will produce all their own work and will have little if any assistance from administrative and secretarial staff. Proficiency in using the equipment provided and operating case management systems, Word and Excel to a high standard is required.

The ability to communicate clearly and effectively is essential.

A high level of supervision is required, although the job requires an ability to make decisions involving the exercise of some judgment.

## PERSON SPECIFICATION

### Paralegal Grade 3

Specification	Essential	Desirable
<b>Relevant skills and/or aptitudes</b>	<p>Knowledge of Employment Law – as applicable.</p> <p>Knowledge of Employment Tribunal (ET) Procedure – as applicable.</p> <p>Ability to work quickly, accurately and to deadlines.</p> <p>Ability to prioritise.</p> <p>Attention to detail.</p> <p>Good interpersonal /communication skills, both written and verbal.</p> <p>Excellent client care skills.</p> <p>Ability to follow instructions and make appropriate decisions.</p> <p>Good IT skills.</p>	<p>Ability to take delegated tasks from start to finish with minimum of supervision.</p>
<b>Experience</b>	<p>Team working.</p> <p>Experience of client contact, either in person or by telephone.</p>	<p>Previous experience of working within a legal environment.</p> <p>Use of electronic case management systems.</p>

<b>Relevant education/training</b>	Proven ability in numeracy and verbal and written communication skills.  Law degree or common Professional examination/Graduate Diploma in law or experience of equivalent standing.	Solicitor or Legal Executive.
<b>Other requirements</b>	Accountability and trustworthiness.  Flexibility.  Empathy with the TU and Labour movement.	Driving licence.