

Litigation - Housing Paralegal – Disrepair

Person Specification

<i>What are we looking for?</i>		<i>How will we check it?</i>
Experience	<ul style="list-style-type: none"> Paralegal or Legal Assistant with up to 1 years' experience in Housing law or Civil Litigation dealing successfully with opening new files, 	
	<ul style="list-style-type: none"> Experience of organising own workload and that of others and working to deadlines 	
	<ul style="list-style-type: none"> Dealing with a busy caseload of housing litigation matters to include defending disrepair claims, possession, civil injunctions, defending EPA claims, ASB and fraud. 	
	<ul style="list-style-type: none"> Familiarity and experience of working on a case management system. 	

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Knowledge and Skills	<ul style="list-style-type: none"> An understanding of the disrepair Protocol and the Civil Produce rule. 	
	<ul style="list-style-type: none"> Ability to use a range of IT systems (e.g. Microsoft Office package, Dynamics database, IPOS payment system) at intermediate level and a willingness to learn to use new applications 	
	<ul style="list-style-type: none"> Excellent customer services skills, with ability to phone and communicate with customers and external bodies, with an ability to express yourself clearly. 	
	<ul style="list-style-type: none"> Ability to use word, excel and PowerPoint 	
	<ul style="list-style-type: none"> An understanding of Disrepair issues relating to maintenance of properties, 	
	<ul style="list-style-type: none"> An understanding of computerised invoice processing systems and the ability to reconcile supplier accounts 	

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Competencies	<ul style="list-style-type: none"> • Achieving results and quality focus – You work hard to meet objectives and deliver all your work accurately and in line with Newlon Gold and other performance standards 	
	<ul style="list-style-type: none"> • Education - Strong academic background - Law degree and LPC is essential 	
	<ul style="list-style-type: none"> • Judgement and Decision making- You use your experience to protect the interest of the organisation. Have an excellent work ethic, showing drive and enthusiasm for the work and the ability to use own initiative and work with limited supervision 	
	<ul style="list-style-type: none"> • Financial/Numeric Awareness – You are able to enter numerical data accurately and carry out complex calculations and checks 	
	<ul style="list-style-type: none"> • Customer focus - You demonstrate a high level of customer care by working to achieve the Newlon Gold performance standards 	
	<ul style="list-style-type: none"> • Communication – Ability to interpreted complex information. Communicate clearly and accurately and in a respectful, empathetic and upbeat manner whether you are writing or speaking. 	
	<ul style="list-style-type: none"> • Working with others – you develop good working relationships with team members, others in the organisation and external suppliers and collaborate with them to deliver an excellent service. 	
	<ul style="list-style-type: none"> • Planning and organising – you prioritise your work load according to agreed procedures and work systematically through tasks to meet agreed deadlines. 	