

# Barcan+Kirby

## Person specification

Barcan+Kirby

**Job Title** Paralegal – full time  
**Reporting to** Family Partner  
**Date** November 2016

	ESSENTIAL	DESIRABLE
<b>Knowledge + Experience</b>		
	<p>Previous experience within the legal sector.</p> <p>Experience of dealing with difficult and vulnerable clients.</p> <p>Able to work to deadlines.</p> <p>Experience of working in a fast paced environment.</p> <p>Experience of working as part of a team, having the flexibility to work for more than one fee earner when required.</p>	<p>Experience of Family law</p> <p>Previous experience of Word, Excel, legal practice management systems.</p> <p>Interest in dealing with financial aspects of family breakdown.</p>
<b>Qualifications</b>		
	Trainee CILEX , LPC or law degree	
<b>Skills + Competencies</b>		
<b>Team Orientation</b>	<p>Ability to motivate oneself.</p> <p>Embraces change and have the ability to respond to external influences and a changing business environment.</p> <p>Willingly accepts changing job content and adapts to new tasks. Tries out new ways of doing things, willing to learn new skills.</p> <p>Ability to adapt to continually changing parameters.</p> <p>Takes personal pride in their work and is committed to producing work</p>	

	<p>of highest quality, shows initiative in improving results.</p> <p>Enjoys working as part of a team; helps and supports others</p>	
<b>Communication</b>	<p>Ability to convey information accurately and make self be understood.</p> <p>Makes fluent and relevant contributions to group discussions. Can communicate effectively with people at all levels.</p> <p>Ability to present information internally and externally, clearly and concisely in written formats with language appropriate to the audience.</p>	
<b>People Management</b>	<p>Ability to organise own work within deadlines and to agreed standards. Focuses on getting things finished, persists until the job is done.</p> <p>Ability to prioritise own workload using a systematic approach.</p> <p>Ability to balance tasks given by multiple fee earners, structure own workload to make best use of time and resources, delivers to deadline.</p>	
<b>Customer Focus</b>	<p>Aware of the need to satisfy the customer (internal and external)</p> <p>Responds promptly within agreed service level standards.</p> <p>Has full understanding of the range of responses and actions available, ensures any commitments made are accurately recorded.</p>	
<b>Results-orientation</b>	<p>A general awareness of the quality management system, ability to</p>	

	<p>describe the need to apply quality procedures and processes.</p> <p>Focuses on achieving the task and working to individual and team goals.</p> <p>Ability to work calmly and maintain a disciplined approach to the task under the pressure of deadlines and/or changing objectives.</p> <p>Ability to take a disciplined and planned approach to task management, defines resources required, obtains and manages them effectively and formally reviews outcome.</p>	
<b>Problem-solving</b>	<p>Focuses on detail, needs to be methodical, organised and systematic.</p> <p>Ability to seek out relevant information to assist with decision making. Considers the likely outcomes of various courses of actions, recognises and considers risk areas and the likelihood of success.</p> <p>Able to identify recurring problems within own area of work and take appropriate action.</p>	
<b>Special circumstances</b>		
<p>i.e. Shift Work Hours of Work Weekend Work Extensive travel</p>	<p>Monday to Friday 9am to 5.15pm (1hr unpaid lunch break)</p> <p>Largely based at Horfield office</p> <p>Commencement date tbc as soon as possible.</p>	