

Barcan+Kirby

Person specification

Barcan+Kirby

Job Title Paralegal
Reporting to Senior Associate
Date June 2017

	ESSENTIAL	DESIRABLE
Knowledge + Experience		
	Knowledge of personal injury and clinical negligence litigation and experience of assisting with litigated matters.	Has successfully handled a caseload of cases in litigation.
Qualifications		
	LPC or working towards.	Law graduate. As part of the LPC has undertaken the advanced course in personal injury and clinical negligence.
Skills + Competencies		
Team Orientation	<p>Ability to self-motivate.</p> <p>Embraces change and has the ability to respond to external influences and a changing business environment.</p> <p>Willingly accepts changing job content and adapts to new tasks.</p> <p>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 of highest quality, shows initiative in improving results.</p> <p>Enjoys working as part of a team helps and</p>	

	supports others.	
Communication	<p>Ability to convey information accurately and make self understood.</p> <p>Makes fluent and relevant contributions to group discussions.</p> <p>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>	
People Management	<p>Ability to organise own work within deadlines and to agreed standards.</p> <p>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, structure own workload to make best use of time and resources, delivers to deadline.</p> <p>Able to be fully productive without being prompted and produces good quality work within own abilities.</p>	
Customer Focus	<p>Is 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>	
Results-orientation	<p>A general awareness of the quality management system, ability to 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>	
Problem-solving	<p>Focuses on detail, needs to be methodical, organised and systematic.</p> <p>Ability to seek out relevant information to assist with decision making.</p> <p>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>	
Special circumstances		
<p>i.e. Shift Work Hours of Work Weekend Work Extensive travel</p>		