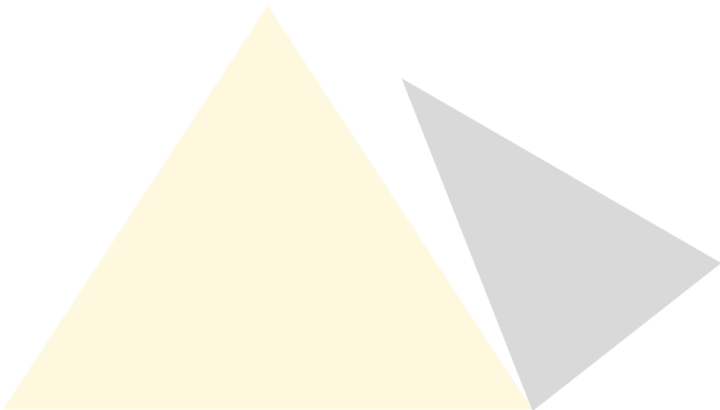


Property Paralegal Candidate Pack



About us

We are a unique legal and business operations firm comprising of experienced lawyers and business professionals specialising in providing legal, strategic, and business support to state schools and FE colleges. We are based in Devon and Swindon with clients across the Country.





We live, and expect to be judged by, our values:





- To be the best we can for the benefit of our clients;
- To provide an outstanding legal and business support service with a moral compass;
- To be recognised by our clients as key members of their team;
- To have a positive effect on our communities; and
- To be happy and to bring happiness to others.

At PHP we also strive to break down some of the barriers that can exist in joining a workplace. We are committed to providing equal opportunity and will endeavour to provide assistance for people with disabilities. If you require a reasonable accommodation to participate in the recruitment process, please don't hesitate to let us know.

Everyone at PHP cares passionately about education. Everyone has made a conscious choice to work in the state education sector. Placing integrity and moral purpose at the core of PHP was a conscious and long thought-out decision.

Meet the Team

	<p>Antony Power, Senior Partner has considerable experience across several sectors including education, healthcare and complex projects. Having spent most of his career working in the City of London, he moved to the Southwest in 2013 where he established and grew one of the largest education practices in the UK.</p>
	<p>Russell Holland is a Barrister and partner at PHP. He has considerable expertise in the fields of education, employment and public law having been called to the Bar in 2008.</p>
	<p>Laura Partridge, Partner has been providing legal support and advice to schools and academies for over six years. Starting her career at a top 100 law firm, she was instrumental in growing the education team at that firm to be one of the largest and best respected in the Country.</p>
	<p>Josie Medforth, Partner has over 20 years of business operation experience, predominantly in the education sector. She has gained a broad range of executive-level experience and project management expertise along the way, gaining MCIPS, ILM 4 in Leadership and becoming a certified GDPR practitioner.</p>

	John Walker, Partner has been working in the fields of Children and Education Law since 1998. He has worked in Local Authorities, private practice and as a sole practitioner. He regularly delivers training on a range of legal issues that relate to schools. He also advises about Data Protection and GDPR compliance.
	Jason Stanley is an Associate at PHP Law, and joined the team in 2022. Prior to joining PHP Law, Jason previously worked in the legal department of a Local Authority for over a decade advising on a wide range of property law matters developing a wealth of knowledge and experience.
	Darren Henson is a Solicitor at PHP Law, he has completed a master's in law and has specialisms in intellectual property, employment law, family law, international law, and human rights.
	Jordan Colledge is the Accounts Manager and a Senior Paralegal at PHP Law and joined the team in 2020. In 2013, Jordan graduated from Plymouth University with a First-Class Honours degree in Law.
	Anna Tapley joined the team as Project Manager in 2022. She has over 18 years' experience supporting Senior Executives in delivering key aspects of business strategy and leading on the delivery of People and Organisational change projects.

The Role

We have an exciting opportunity to join PHP Law LLP as a Property Paralegal.

The role's purpose is to ensure the successful development of a new yet aspirational firm in line with the firm's business plan. Our fantastic team want to support and train you to potentially progress your skills and career to eventually run with as much responsibility as you want to take on.

This is a fee earning role where you will be supporting the team on various day to day tasks.

Vacancy Details

Job Title:	Property Paralegal
Location:	Currently 6 Delamore Park, Cornwood, Ivybridge, Devon PL21 9QP – soon to be relocating to Sutton Harbour, Plymouth
Salary:	£20,000 to £30,000 dependent upon experience
Hours:	Full Time (37.5 hours a week, 52 weeks per annum) 8.30am-5.00pm (with an hour for lunch)
Contract Type:	Permanent
Reports to:	Senior Partner
Closing date:	This is a rolling vacancy and will therefore remain open until a suitable candidate is appointed.

Main Responsibilities

To undertake the following work under supervision:

- Supporting the team in both individual transactions and as part of wider project teams;
- Opening case files;
- Giving estimates of costs to new clients;
- Record time in accordance with the firm's time recording policy;
- Conducting title reviews;
- Drafting and negotiating leases and transfers;
- Obtaining and reporting on title information from the Land Registry;
- Dealing with Land Registry requisitions;
- Assisting with commercial property matters;
- Assisting with residential conveyancing transactions;
- Obtaining and reporting on property searches;
- Attending meetings and making notes;
- Preparing stamp duty land tax (SDLT) forms;
- To promote the vision of the firm and its values when dealing with clients;
- To provide a high quality, professional service to clients and staff in person or on the phone by responding in a prompt, diplomatic and appropriate manner to their needs and/or requests;
- To maintain up to date knowledge through relevant publications and updates, and undertake any specific training to improve or enhance skill base as requested; and
- To undertake any other reasonable duties as required by PHP's Partners.

Skills

You'll need to show:

- the ability to work as part of a team;
- interpersonal and communication skills, both oral and written;
- creativity and innovation;
- problem-solving and strategic planning ability;
- analytical skills;
- flexibility;
- resilience and the ability to cope with pressure and challenges; and
- commercial awareness and understanding of business environments.

Person Specification

E=Essential / D=Desirable

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Relevant qualification (i.e. either a law degree, LPC, CILEX (level 6) or BVC) or directly related work experience (E)
Experience	<ul style="list-style-type: none"> • Experience of organising workloads to achieve priorities and objectives (E) • Experience of running a case load (D)
Skills & Knowledge	<ul style="list-style-type: none"> • Good knowledge of property processes and procedures (E) • Familiarity with legal terms and documents. Familiar with completing forms or orders on the internet (D) • Excellent customer service skills and solution focused approach to work (E) • Excellent communication and interpersonal skills with the ability to develop successful working relationships (E) • Ability to plan, organise and prioritise to meet deadlines (E) • Excellent attention to detail (E) • Good IT skills and knowledge of office systems and procedures and file management (E) • Willingness to work flexibly and independently (E)
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of PHP Law, including high standards in relation to equality, diversity, and inclusion (E) • Enthusiastic, positive attitude with a willingness to learn and develop (E) • Ability to work under pressure and prioritise effectively (E) • Professional approach to role and a strong team player (E) • Adaptable and can embrace change well (E)
PHP's Values	<p>At PHP we live, and expect to be judged by, our values:</p> <ul style="list-style-type: none"> • To be the best we can for the benefit of our clients • To provide an outstanding legal service with a moral compass • To be recognised by our clients as key members of their team • To have a positive effect on our communities • To be happy and to bring happiness to others

How to apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact Jason Stanley, Associate on 0300 303 4360.

To apply, please refer to the person specification above and submit your CV and a covering letter by email to Jason.Stanley@phplaw.co.uk by the closing date.

As mentioned previously, PHP Law LLP are committed to equal opportunities in employment and service delivery. If you require support and/or reasonable adjustment to participate in the recruitment process, please contact us on 0300 303 4360.

We look forward to hearing from you,

PHP Law LLP

October 2023