



Paralegal (Litigation)

Reports to: Senior In-House Counsel (Litigation)

The part I play at Bromford Flagship LiveWest to enable people to thrive is:

I am a paralegal specialising in **Housing Management Litigation**. I support the team of In-House Counsels with their caseload of housing management litigation, including possession claims, injunction claims, disrepair claims, general housing management advice and other civil litigation matters.

I provide outstanding customer service to our internal and external customers by effectively delivering legal advice on routine matters and supporting my colleagues with more complex cases. I deliver legal training and updates to staff across the Group and work with Housing and other teams across the region, including attending regional offices as required.

I regularly attend Court to advocate on behalf of the Group, and support colleagues and members of the public to produce accurate witness statements and evidence to be used at Court. I effectively oversee spend on outsourced services, ensuring our financial regulations are adhered to. I support the team in our collection of data by ensuring our internal systems are kept accurate and up to date at all times.

My skills and experience include:

I have experience of handling legal work in a law firm or the tenancy enforcement department of a Housing Provider. I also have experience advocating at Court. I deliver legal work on time with quality and to budget and can influence decision-making through facts and data. I have excellent customer service skills and can communicate effectively with a variety of audiences.

The skills I will develop include:

I will develop my strategic decision-making in relation to cases, pulling on my knowledge of practice and the law to form effective action plans. I will become dynamic in my application of these plans, changing tact as necessary.