

STEWARTS

Job description

Job title:	Knowledge Paralegal
Reporting to:	Head of Department/Knowledge Development Lawyers
Department:	Knowledge
Purpose of role:	Provide assistance to the Knowledge Department
Hours:	Permanent, full-time, working hours are 37.5 hours per week which may be worked flexibly between 9.00am and 6.00pm Monday to Friday with a daily lunch break of one hour. There may be a requirement to work additional hours from time to time
Location:	London

Responsibilities

- Undertakes legal, market and practice research and assists generally with related 'Knowledge' queries from across the firm
- Assists, under supervision and as appropriate, with drafting, proof-reading, uploading, updating and generally maintaining our: internal know-how guidance; consultation responses; intranet content; and internal and external case and legal / procedural development updates and thought leadership articles
- Makes use of, promotes and supports others' use of the firm's collective knowledge resources and internal knowledge-sharing ethos
- Maintains: files; electronic records; reports; know-how database; experts, memberships & subscriptions and library catalogue, including ensuring accurate data entry and liaising with key stakeholders
- Assists with, contributes to and/or attends internal and external training, seminars, events and meetings generally and as required
- Performs general administration to support Knowledge department
- Contributes to more technical and complex Knowledge-led initiatives and projects and undertakes further duties as required by the Head of Knowledge

Necessary skills and qualifications

- Fully completed the LPC, SQE1 or bar course and have achieved at least 2:1 at undergraduate level
- IT skills, including good working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel, and Outlook)
- Demonstrates excellent communication and interpersonal skills

- Understands key stakeholders' and business needs and expectations, displays an appropriate sense of urgency and delivers helpful internal services with a professional 'can do' attitude and approach
- Represents the firm appropriately; develops own professional network; raises personal, departmental and firm profile; reflects the firm's culture; and is a respectful, reliable and supportive team player
- Well organised, uses initiative, shows attention to detail, manages and prioritises own workload appropriately, undertakes all tasks within parameters and timeframes set
- Shows commitment, enthusiasm, sound judgement and decision-making skills; acts within boundaries and complies with all firm's policies and procedures
- Records time effectively, achieves/exceeds recordable hours targets