

# STEWARTS

## Job description

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|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                                                                                                                                                          |

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## About the department:

As the UK's leading litigation-only law firm, knowledge and technical excellence are at the heart of everything we do at Stewarts. Our Knowledge department plays a critical, firm-wide role in supporting our market-leading lawyers deliver the best possible outcomes for our clients.

Working collaboratively across our various specialist practice areas, the department is responsible for providing legal know-how, market-leading research resources, technical legal training, legal and procedural updates, knowledge systems and AI-enabled solutions; and for championing a culture of continuous learning and innovation.

Joining our Knowledge team means becoming part of a dynamic business services department that underpins Stewarts' reputation for legal excellence. You will work alongside dedicated knowledge professionals and top-tier litigators, gaining invaluable exposure to high-value, complex, and ground-breaking disputes and helping ensure our lawyers have access to the expertise, information, tools and support they need to deliver for our clients.

## 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 and develops various documents, files, records, databases, etc including liaising with key stakeholders, ensuring accurate data entry and providing analysis and reports on same

- 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**

- Must have fully completed the LPC, SQE1 or Bar course or be willing to complete SQE1 upon offer of employment
- 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