

Job Description

Job title:	Paralegal
Reports to:	Head of Legal
Responsible for:	No direct reporting line management responsibility

Role Overview

We make moments that matter by truly caring about our customers and ensuring they are at the heart of everything we do.

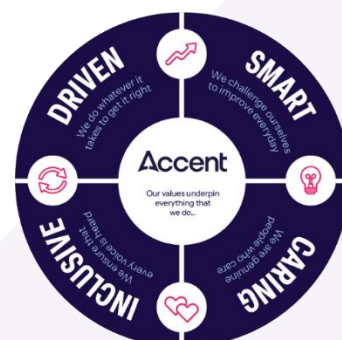
Like us, you are committed to exceptional customer service, and working hard to ensure our customers feel valued, heard, and supported. We deliver affordable homes and build better futures by actively listening to the needs and aspirations of our customers. We work to create communities where people feel safe, secure, and empowered. By fostering open communication, offering tailored services, and continually striving for excellence, we all aim to build lasting relationships that go beyond housing – enhancing lives and contributing to thriving, vibrant communities where everyone can feel good to be home.

As a Paralegal, you will provide legal support to members of the Legal Team with a focus on property and commercial contract work. You will help manage a caseload of legal matters, undertake legal research, draft documentation, undertake legal administrative duties and support internal stakeholders to ensure legal compliance is adhered to. This role requires strong communication skills, the ability to work collaboratively across teams and a professional and proactive approach to legal service delivery.

Core Values Alignment

We live and breathe our values. We are Smart, Driven, Caring, and Inclusive. Our colleague and leader competency framework underpins this and helps provide focus and clarity around the behaviours and attributes that are expected at Accent. Our focus on value for money ensures that we continue to spend wisely, work productively and make the best use of our resources. This is all about how we do things: it's what we expect everyone to embrace and work towards in their roles.

In this role, you will demonstrate a commitment to upholding these values in every aspect of your work. By fostering transparency, collaboration, and effective governance, you will contribute to the delivery of Accent's vision and goals. You will help ensure that all legal activities are conducted with the highest levels of integrity and professionalism, reflecting the organisation's commitment to ethical leadership and sound decision-making processes.



Key Responsibilities and Duties

- **Caseload:** Manage a caseload of legal matters with a focus on property, conveyancing transactions and commercial contracts, under the supervision of the Head of Legal
- **Advice:** Provide timely and accurate advice and support to the Head of Legal and wider team, delegating on matters as required
- **Drafting:** Draft and review a range of legal documentation including deeds of variation, title reports and commercial contracts
- **Legal Support:** Assist with a range of legal matters undertaken by the wider team in relation to property matters including, assignments, deeds of variation, land registry applications and searches, advising on title issues and any other property transactional work.
- **Legal Research:** Undertake legal research on a broad range of topics including property law, contract law and housing law and prepare succinct legal briefings and reports
- **Collaboration:** Liaise with internal stakeholders to understand operational requirements and provide pragmatic legal advice. attend meetings as required. Liaise with external stakeholders when necessary, ensuring a cost effective and value driven use of external legal services
- **Record Management:** Support the maintenance of an accurate and organised archive of legal documents including title deeds and contractual agreements
- **Training:** support the delivery of internal training sessions and awareness initiatives.
- **Legal Helpdesk:** respond to legal helpdesk matters efficiently, ensuring queries are logged and progressed within agreed timescales
- **Projects:** Support organisational projects requiring legal input including the securitisation project by helping to collate documentation and address legal queries.
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The must haves:

- Relevant Law Degree
- Experience of working in a legal office environment
- Excellent organisational skills and attention to detail, with the ability to manage multiple priorities and meet deadlines.
- Strong written and verbal communication skills
- Ability to work autonomously and as part of a team
- Proficient in Microsoft 365
- Ability to travel to attend meetings at other Accent and external venues, which is likely to

include some flexibility in working hours/ approach.

The added extras:

- Studying for or holding a Post Graduate Diploma in Law
- Knowledge of the housing sector and its regulatory environment.

This role description highlights key responsibilities but is not exhaustive. Colleagues will agree on priorities with their Line Manager and are expected to work flexibly, supporting the team and working collaboratively across teams to deliver outstanding results for our customers. Working together as one

team is our norm at Accent and reflects how we achieve success and meet the organisation's evolving needs.

We work flexibly and on an agile basis. We design our work around the customer with the focus being on ensuring we deliver the best possible service to our customers and to the best of our abilities. How and where you work will be agreed with your line manager to achieve the best outcome for both the organisation and for you, wherever possible.