



Public  
Law  
Project

# Information pack Administrative Paralegal

June 2022





We are looking for a full-time administrative paralegal to support the lawyers in our casework team and our Legal Director. In this important role you will undertake general administrative tasks, which will include legal aid billing support, monitoring and evaluation. This is a permanent post, subject to successfully completing a two month probation period. PLP supports flexible working practices and will consider part-time hours and/or job sharing for the right candidate. The position is line managed by one of our Lead Lawyers.

Our casework team specialises in judicial review. We represent clients who are marginalised by poverty, discrimination or other forms of disadvantage, in cases which have wide impact and which further our charitable objectives of promoting access to justice, upholding the rule of law and ensuring fair systems. Recent high-profile cases have involved legal challenges to Home Office removal policy, financial eligibility for Legal Aid, and the EU Settlement Scheme.

This role provides an opportunity to gain experience of working in a casework team conducting complex judicial review litigation. It would particularly suit a candidate who wants to develop a career in law. We aim to develop our team members and there are previous holders of the role that have progressed to casework roles within the casework team or have moved on to develop careers in the legal sector. Alternatively, a capable candidate who can perform the job effectively, who shares our values and who wishes to contribute to the success of the team would also be suitable in this role.

PLP is an equal opportunities and Disability Confident Employer. We value diversity and we seek to increase it within the organisation. We would therefore welcome and encourage applications from people with lived experience of systemic unfairness and social disadvantage,



including going through the UK immigration system, and from racialised and minoritised communities.

As part of our commitment to recruit fairly we use anonymised-selection processes until interview, offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use 'tie-breaker' provisions at all stages of our selection process.



## About Public Law Project

We are researchers, lawyers, trainers and public law policy experts. The aim of all of our work is to make sure that state decision-making is fair and lawful and that anyone can hold the state to account.

For over 30 years we have represented and supported people marginalised through poverty, discrimination or disadvantage when they have been affected by unlawful state decision-making.

- Our specialist lawyers represent individuals, campaign groups and charities, often in high profile, high stakes, public interest litigation.
- Our researchers work in partnership with the UK's leading academic institutions. We respond to consultations, policy proposals and legislation that have implications for public law remedies, access to justice and the rule of law. We provide evidence to inquiries, reviews, and parliamentary committees, and we publish independent research and guides to increase understanding of public law.
- Our events team runs a national programme of conferences and training for practitioners and those working with marginalised and disadvantaged groups, providing thought-leadership, expertise and insight to organisations and individuals who share our goals.



## Vision, Mission & Values

### Our vision

**Our vision is a world where state decision-making is fair and lawful and each person has the power to hold public bodies to account.**

### Our mission

**We hold power to account**

**We improve state decision-making**

**We empower people to get justice**

### Our values

**Equality**

**Integrity**

**Expertise**

**Teamwork**



## Employment information

**Job title:** Administrative Paralegal

**Contract term:** Permanent

**Location:** Central London (EC1V). The role is office based but our flexible working policy allows opportunity for home working.

**Hours:** 35 hours (full-time). PLP supports flexible working practices and will consider part-time hours and/or job sharing for the right candidate.

**Salary:** £24,666.79

**Pension:** 10% per annum after one year. Statutory minimum during first year.

**Leave:** A full time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

**Probation period:** 2 months. Benefits may be offered at a reduced level during the probation period.

**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

### **Flexible working:**

PLP is a family friendly employer. We are open to flexible working arrangements including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees may be requested to attend occasional evening meetings. However, PLP recognises that post holders may have

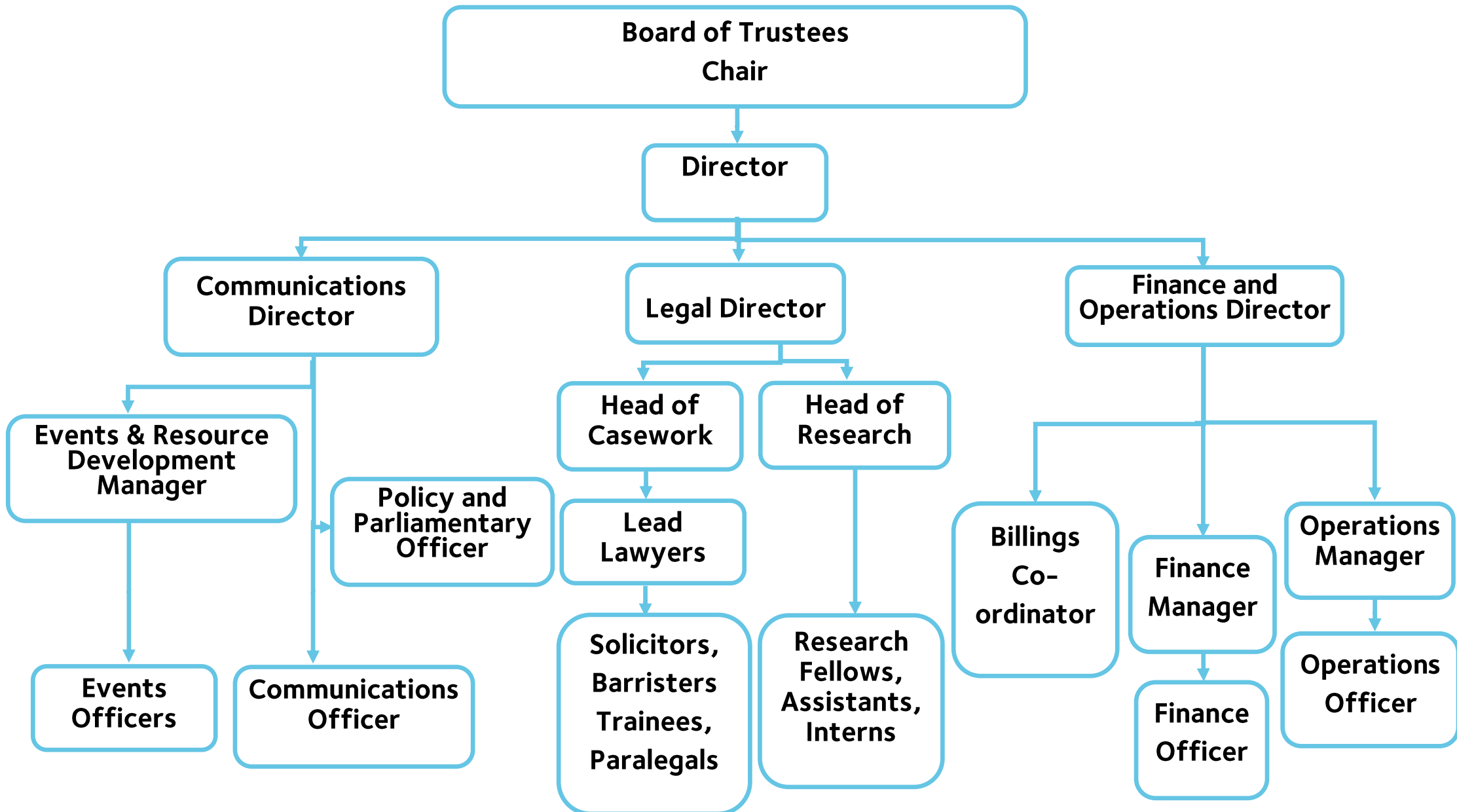


other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

*These details are provided for information only and do not form part of an employment contract or job offer*



## Organogram







## **Job Description: Administrative Paralegal**

The Administrative Paralegal ('AP') provides administrative support to the casework team, including the Legal Director. This is a key role which enables PLP's lawyers and the Legal Director to focus on their primary responsibilities, including providing legal services. The role is line managed by a Lead Lawyer with day-to-day supervision delegated to a solicitor under that Lead Lawyer's management. This post provides an opportunity for those with an interest in a future career in the legal profession to learn about how an in-house legal practice at a charity works and to develop relevant skills. Previous holders of this post have gone on to progress into casework roles at PLP or elsewhere. It may also suit anyone with the right skills and experience who would like to work at an access to justice charity and further our work to assist disadvantaged and vulnerable people in our society by increasing access to public law remedies.

### **Primary Duties and Responsibilities**

- Administrative support
- Funding and Billing Support
- New Client Enquiries/Referrals
- Monitoring & Evaluation

Examples of these primary duties and responsibilities of the Administrative Paralegal are set out below. This is not an exclusive list of the Administrative Paralegal's primary duties and responsibilities and the management team may request that other tasks are undertaken that are appropriate to the role:

### **Administrative support**

Providing general administrative support to PLP's casework team and Legal Director as required, including:

- Correspondence: receiving and forwarding incoming correspondence; sending outgoing correspondence e.g. by



emailing, posting, faxing, booking couriers; drafting straightforward correspondence e.g. client appointment letters, covering letters.

- Telephone: answering calls, forwarding calls and taking messages as necessary (see also new client enquiries); making straightforward calls/enquiries to third parties e.g. LAA, booking interpreters, arranging client appointments.
- File management: assisting caseworkers with file management of client files, e.g. setting up files, filing documents, closing and archiving files.
- Internal meetings: Preparing and distributing papers for team meetings and taking minutes of meetings.
- Reprographics: scanning, printing and copying of documents, including assisting with the preparation of bundles of documents for third parties (e.g. for the court, counsel and the Legal Aid Agency).
- Outdoor clerking: travelling out of the office as required to deliver documents, issue proceedings and applications at court offices, and serving documents on defendants.
- Disbursement and expense requests: preparing payment requests to pay disbursements e.g. interpreters, counsel and experts' fees, expense requests from caseworkers.
- Data Protection & Archiving: assisting operational team members with archiving as appropriate and ensuring GDPR compliance.
- Resources: maintaining the PLP library and catalogue, including ordering and logging new books and journals.
- Operations: Occasional support to the practice manager and operational team at busy periods, subject to the needs of the casework team and Legal Director.

## **Funding and Billing support**

Supporting the casework team with legal aid and other funding issues. Supporting the billing co-ordinator and casework team with billing related tasks including:



- Means assessments: assisting with means assessments for legal aid, including the obtaining of evidence of means from clients.
- Communicating with the LAA: Assisting with straightforward enquiries and responses to the LAA.
- Time-recording: Inputting and amending time recording for caseworkers on the Case Management System
- Billing by PLP: Preparing files for submission to the LAA or to the court for assessment
- Billing by third parties: Preparing files for billing and liaising with external costs draftsmen

### **New client enquiries / referrals**

- Managing new client enquiries and referrals, including monitoring the email address, obtaining additional information from enquirers and referring to the casework team or signposting accordingly. Ensuring GDPR compliance.

### **Monitoring and evaluation**

- Maintaining monitoring and evaluation information about casework activities as required and liaising with other teams.
- Assist with evaluation and monitoring work for activities carried out by the Legal Director and the casework team in our projects including collating data on casework activities and outcomes, and assisting in the preparation of reports for funders.

Undertake other tasks appropriate to role as requested by the senior management team.



## Person Specification: Administrative Paralegal

Abilities, skills and knowledge	Essential	Desirable
Good administrative and IT skills including proficiency with the use of Microsoft Outlook and Office software and the ability to take accurate minutes.	✓	
Good time management skills: ability to prioritise tasks and meet deadlines under time pressure and to do so to the required standard.	✓	
Good oral and written communication skills. Ability to communicate clearly, courteously and sensitively with a diverse range of third parties, including clients, members of the public, officials, professionals.	✓	
Ability to accurately follow instructions and comply with relevant rules and procedures relevant to the task.	✓	
Experience of time recording systems, case management systems and/or legal project work		✓
Experience of working: in a legal practice, or an organisation that conducts casework on behalf of individuals, or with clients to help resolve their problems or disputes, or holds a university degree		✓



(preferably in law)  Ability to use initiative to identify tasks without being asked and to work independently.		
University degree (preferably in law) or experience gained through work, volunteering, campaigning or similar of one or more of the following areas:  <ul style="list-style-type: none"><li>- Public law</li><li>- Civil justice (including Housing, Family, Community Care, Benefits and Immigration law)</li><li>- Legal Aid in England and Wales</li><li>- Advocating for the interests of vulnerable people</li></ul>		✓
Experience of legal aid funding and/or billing.  Awareness of data protection requirements, including GDPR.  Awareness of client confidentiality.		✓



<b>Personal qualities, commitment and values</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to PLP's core values of equality, equity, inclusion, integrity, expertise and teamwork	✓	
Attitude conducive to working in a small, charitable organisation including the willingness to take on a wide range of tasks	✓	
Ability to be sensitive to our clients' needs where appropriate and handle confidential information appropriately	✓	
Team player	✓	
Right to work in the UK	✓	
Willingness and ability to travel to other parts of the country, occasionally staying overnight and attending evening meetings where required.		✓
Experience of advancing equal opportunities in any setting		✓
Ability to travel locally during office hours including for urgent journeys to court		✓



## Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk).

**The deadline for applications is 11.59pm on Sunday 10<sup>th</sup> July 2022.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**Interviews will be held on Monday 25<sup>th</sup> and Tuesday 26<sup>th</sup> July 2022.**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability and require



reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by HR who may pass them on to the relevant person if applicable.



## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- i. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment, and always includes the statement that "The Public Law Project is an equal opportunity employer".
- ii. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- iii. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process, and making decisions using selection criteria which do not discriminate.



- iv. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each other's differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- v. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- vi. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- vii. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.



## Privacy notice

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 6 months after the decision was made. If successful your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than six months.

We do not share recruitment information with third parties.