

## ROLE PROFILE

# Paralegal (Litigation – Gas and Electrical Safety)

### Grade

E

Director of Housing / Director Fix 360



Legal Disrepair Manager



Snr Paralegal



**Paralegal (Litigation)**



Business Support – Housing and Asset Team

### Department

Housing and Asset  
Management



Legal Disrepair  
Team

### Role Overview

To work as part of our internal litigation team supporting the Housing and Asset teams with gaining access to customer homes to ensure we remain compliant with legislation relating to Electrical and Gas Safety requirements on occasions where we have exhausted our No Access Procedures.

## RESPONSIBILITIES

To act primarily as a claimant advocate on behalf of Your Housing Group Limited with Injunction access proceedings and to obtain the necessary judicial relief for access so as to ensure statutory compliance in relation to Electrical and Gas Safety legislative requirements.

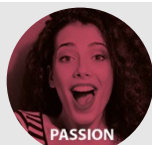
To minimise risk, legal & financial loss, negative PR & reputational harm, through effective case management and representation at the regional Courts.

- To issue and to advocate on Access Injunctions, in particular Part 8 Procedures and have an understanding of methodologies for assessing and dealing with multi complex litigated claims.

A proven record of attendance at Court and be able to work independently on your own litigation and / or similar case load without the need for close supervision.

To have excellent legal drafting skills on various Court documents / Injunctions / witness statements / instructions to Counsel.

## Our values



Creating more places for people to thrive and be recognised as a sector leading landlord

To be able to apply knowledge of the relevant Statutory Legislation affecting Your Housing Group Limited in order to represent on enforcement matters not limited to:

- Defective Premises Act 1972
- Landlord and Tenant Act 1985
- Environmental Protection Act 1990
- Gas Safety (Installation and Use) Regulations 1998
- Human Rights Act 1998
- Housing Act 2004
- Equality Act 2010
- Homes (Fitness for Human Habitation) Act 2018
- Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020
- Building Safety Act 2022
- Social Housing (Regulation) Act 2023
- Renters Rights Act 2025
- CPR 70.2A
- Part 8 Claims using N16A Injunction applications
- Awaabs law
- Contract law

To ensure that all case processes for issuing claimant litigation on behalf of Your Housing Group Limited are fully compliant with all relevant legislative & Statutory requirements & CPR protocols.

To have proven knowledge, and experience of acting whether as a claimant or defendant litigator.

To draft legal instructions as necessary and have a good general knowledge and experience of all aspects of UK legislation.

To advocate on behalf of Your Housing Group Limited within legal proceedings and will have the ability to lead on and to act as a colleague contact between interdepartmental teams, in order to collate evidence, provide support and training to YHG colleagues to minimise Your Housing Group Limited's exposure to risk.

To demonstrate strong considered, decision-making skills and will have experience of negotiating with all levels of the Judiciary, external organisations, claimant solicitors, barristers, and third-party agencies or similar and have the ability to influence the decision-making process.

## STRENGTHS

- Have experience of litigation case handling whether as a claimant or defendant litigator.
- Have excellent analytical fact-finding skills, oral & legal communication skills, and be IT literate having a basic knowledge of the Office Suite.

- Have the requisite skills and ability to effectively engage with business stakeholders both within and outside the business.
- Have clear and articulate communication skills and be able to present applications at court and/or tribunal.
- Have the skills and ability to work autonomously with minimal supervision.
- Have excellent analytical and personal relationship building skills.

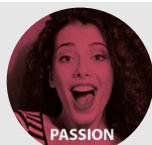
## ESSENTIAL REQUIREMENTS

- ✓ Have experience and knowledge of relevant legislation affecting the Social Housing sector.
- ✓ Have experience of multicomplex litigation whether as a claimant or defendant litigator with experience of all general areas of litigation, such as ASB, Access Injunctions, Possession.
- ✓ Have experience demonstrating leadership and motivational skills to advise others whilst leading on critical situations and matters.
- ✓ Have knowledge and previous experience of contract law, with the ability to work alone and be someone who works well within a team environment.
- ✓ Hold a full UK Driving licence & have use of own vehicle.
- You will hold a degree or equivalent, LPC or CILEX CPQ degree level qualification.
- ✓ Have previous experience of working within a fast-paced dynamic organisation requiring critical decision-making processes to achieve successful outcomes.

## BENEFICIAL TO THE ROLE

- ✓ Have experience of working with or within the social Housing sector.
- ✓ Be able to work autonomously and with minimal supervision.
- ✓ Have excellent time management & analytical skills.
- ✓ Have experience of advocacy whether as a claimant or defendant advocate.
- ✓ Be a team player with the desire to be the absolute best in this area of litigation.
- ✓

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