



## ROLE PROFILE

<b>Job Title:</b> Paralegal	<b>Reports to:</b> Legal Disrepair Manager	<b>Department:</b> Asset Strategy & Planning	<b>Team:</b> Legal Disrepair	<b>Grade:</b> F
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<b>Job Purpose:</b>  Effectively lead and mitigate litigation disrepair case management on behalf of Your Housing Group.	<b>Competencies:</b> <ul style="list-style-type: none"><li>• Passion</li><li>• Pride</li><li>• Creativity</li><li>• Accountability</li></ul>
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### **Key Responsibilities:**

- 1.** Effective case management and understanding of methodologies for assessing legal disrepair claims, defending legal proceedings on behalf of Your Housing Group, minimising legal financial loss and negative PR.
- 2.** Support the legal disrepair manager by case handling a large workload under strict (HDP) Housing Disrepair Protocol, time constraints,
- 3.** Maintain live legal case files, client care protocols and draft legal documentation, specialising in disrepair litigation, small claims, fast track County Court applications and or associated personal Injury claims (PI).
- 4.** Respond to Court Orders/Directions / Judgments within required timescales.
- 5.** Ensures case conduct processes for defending litigation claims brought against YHL, are fully compliant with relevant Civil Procedure Rules (CPR), and all legislative and statutory requirements and protocols,
- 6.** Draft legal instructions, providing Counsel with direct instructions whilst in attendance at trial in complex technical cases and / or Appeal hearings.
- 7.** Provide expert legal advice and guidance to Your Housing Group colleagues and provide the Group's Senior Leadership Team, with case numbers, cost analysis, sector profiling, outcomes on all aspects relating to Service Provision Act on behalf of the organisation within legal proceedings.
- 8.** Draft internal policies and procedures, ensuring relevant, robust and compliant with current legislation.
- 9.** Provide internal Disrepair Training to colleagues across the business.
- 10.** Represent Your Housing Group at the regional County Court.
- 11.** Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of all legislative technical matters, which impact upon applicable Housing legislation</li> <li>• Knowledge of all areas of Housing legislation, the Pre-Action Protocol for Housing Conditions Claims (England)</li> <li>• Familiar with relevant litigation paperwork and documentation and completing Court case papers</li> <li>• Sound knowledge of statutory Instruments and the civil and criminal legal systems</li> <li>• Knowledge and understanding of the English legal system, all relevant civil procedure rules and statutory instruments &amp; protocols relating to disrepair</li> <li>• Knowledge of Housing Disrepair Protocol (HDP)</li> <li>• Knowledge and understanding of all statutory legislation and regulatory guidance relating to obligations and duties regarding the maintenance and repair of housing stock</li> </ul>	<ul style="list-style-type: none"> <li>• Experience specifically working on litigation within a litigation team (Claimant / Defendant)</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent working knowledge on all aspects of UK legislation affecting the housing sector eg the Defective Premises Act 1972, the Landlord and Tenant Act 1985, the Housing Acts 1988, 1996, the Environmental Protection Act 1990, the HHSRS, the Homes (Fitness for Human Habitation) Act 2018</li> <li>• Knowledge of all related Statutory and Contractual issues, including alternatives to litigation ADR Mediation, Pt 36 assessments.</li> <li>• An understanding of case management from receipt of the initial notice / report through to case closure</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Strong organisational skills with the ability to manage and prioritise own workload</li> <li>• The ability to understand detailed, complex legal issues</li> <li>• IT literate basic knowledge Word, Excel, Outlook</li> <li>• Ability to be flexible and adaptable to a diverse range of situations</li> <li>• Strong communications skills, both written and verbal</li> </ul>	

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent analytical fact finding skills</li> <li>• Effective interpersonal communication, influencing and decision making skills</li> <li>• Excellent legal drafting skills on all types of Court documentation / Witness statements / Appeals / instructions to Counsel,</li> <li>• Ability to lead interdepartmental teams to collate evidence provide support and / or to minimise exposure / risk</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience preparing legal papers, court bundles for hearings, trials, and (ADR) Alternative Dispute Resolution meetings.</li> <li>• Proven track record of experience within the legal profession, including hearings and pleadings where representation is required</li> <li>• Experience with instructing Court Experts and reviewing complex Court and expert reports</li> <li>• Proven track record of dealing with litigation case management</li> </ul>	
<b>Qualifications/Education</b>	<ul style="list-style-type: none"> <li>• GCSE Maths and English (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Legal qualification, eg Chartered institute of Legal Executives (CILEX) / LPC degree level qualification</li> </ul>

<b>People Management Responsibility?</b>	No line management responsibility
<b>Budgetary Responsibility?</b>	Budgetary responsibility circa £500
<b>Key Relationships (internal/external)</b>	Legal Disrepair Team, Repairs & Maintenance Team and YHG colleagues. External Surveyors, Solicitors, Barristers, HM Court & Tribunal Service

**Safeguarding of Children Young people and Vulnerable Adults**

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

**Key Role Performance Indicators**

1. Ensure all new cases reported to YHL are triaged and responded to within the (HDP) Housing Disrepair protocol timescale
2. Provide regular Case Data, statistics and trend forecasts to line management and the wider team and business
3. Your Housing Groups point of contact in relation to high level / Statutory notice disrepair cases
4. Quality check case handling to reduce risk and / or adverse legal costs
5. Provide Your Housing Group colleagues with relevant role relevant legal advice, within appropriate time scales
6. Manage budgets in relation to legal disrepair cases, not exceeding agreed cost budget by line manager

<b>Date Role Profile Created/Updated:</b>	<b>January 2021</b>
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