



Creating great homes together

# Role Profile

**Position**

**Paralegal**

**Reporting to**

**Senior Solicitor**

## What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- A fast paced, adaptable, and highly collaborative environment.
- First class training and support to learn new skills that will set you apart.
- Encouragement to try new approaches and new ways of getting things done.
- Working with talented and ambitious colleagues.
- Continued professional development.
- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.

## What you are known for

- To support and provide a comprehensive legal service to Magna Housing, including providing advice and guidance on housing litigation matters including possession claims, addressing anti-social behaviour, injunctions, and disrepair claims.

## What you take care of

- Management of the contract review process.
- Reviewing and drafting a variety of commercial contracts, including but not limited to service agreements and supplier agreements.
- You will be running a mix caseload of pre-litigated and litigated disrepair claims ensuring all matters comply with legal and regulatory requirements.
- Providing advice on disrepair issues to operational teams, helping the organisation meet its obligations effectively.
- Have an understanding of the Pre-Action Protocol for Housing Condition Claims.
- Collaborating with surveyors, contractors, and internal teams to resolve condition issues efficiently.
- Taking a pragmatic commercial approach to settlements and advising clients as to litigation/cost risk.
- Drafting pleadings, witness statements, instructions, and correspondence.
- Conducting disclosure and witness interviews.
- Undertaking legal research.
- Assisting in the preparation of hearings, including collating evidence and preparing bundles.
- Advising clients and negotiating settlements.
- Ensuring compliance with case management protocols and deadlines.
- Maintaining up-to-date knowledge and understanding of court procedures, Civil Procedures Rules, and relevant case law.
- Maintaining precedent documents to ensure compliance with legal and regulatory requirements, providing comprehensive legal advice, and supporting wider business legal projects.
- To support the team in department business planning and continuous team and department improvement.

## What you need to be successful

- Minimum of 12 months experience in handling housing condition cases, have strong knowledge of the housing disrepair protocol and be comfortable with housing disrepair litigation.
- Experience in reviewing and drafting a variety of commercial contracts, including but not limited to service agreements and supplier agreements would be advantageous.
- Experience covering commercial contracts.
- Excellent communication and interpersonal skills both verbal and written.
- Ability to manage multiple deadlines utilising highly effective organisational skills.
- Good critical, analytical, and problem-solving abilities.
- Strong organisational skills, attention to detail, and ability to work under pressure.
- An understanding of the Housing Sector would be an advantage.
- Good IT skills, including Microsoft Office (Word, Excel, PowerPoint).
- Excellent drafting, research, and negotiation skills.
- Capable of working on your own as well as part of a team.
- Able to demonstrate commercial acumen.

## Qualifications required

Applicants with transferrable skills are encouraged to apply.

- A Law Degree/Graduate Diploma in Law, or equivalent qualification.

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