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Job Description

Title:	Regulatory and Professional Discipline Legal Assistant
Hours:	9.30 am to 5.30 pm, and as required
Working week:	Monday to Friday
Responsible to:	Practice Area Leader
Department:	Regulatory and Professional Discipline
Purpose of job:	To assist the Regulatory and Professional Discipline Team in the provision of services to their clients and in particular the Health Professions Council and the General Dental Council.
Specific duties:	<p>The role will be one of general assistance with regard to professional discipline prosecution work.</p> <p>This includes consideration of papers received on instruction, meeting with and taking statements from witnesses, preparing witness statements, liaising with witnesses and with the client, and preparing bundles for hearings.</p> <p>The role will involve various administration tasks and document management.</p> <p>It will require traveling in the UK and possible stays overnight.</p>

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.

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Person Specification

Job Title: Regulatory and Professional Discipline Legal Assistant

	Essential
Education/ Qualification:	<ul style="list-style-type: none">• Law Degree/PGDL in Law/BVC/LPC
Experience and Skills:	<ul style="list-style-type: none">• Experience in Regulatory / Professional Discipline law• Previous experience working as a paralegal / legal assistant• Research Skills• Experience of and an understanding of the importance of preparing bundles for hearings• Experience of taking and preparing witness statements• Knowledge of time recording software
Skills:	<ul style="list-style-type: none">• Strong IT skills including Microsoft Word and Excel• Excellent interpersonal skills to gain clients' confidence from the outset and to discuss personal details• Excellent Organisational skills• Excellent time management• Attention to detail
Attributes:	<ul style="list-style-type: none">• Strong initiative and good work ethic• An ability to prioritise workload and work efficiently without close supervision• Has a positive, enthusiastic, conscientious and pro-active approach• Ability to cope with conflicting demands and meet deadlines• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, 'standard disclosure' will be sought. This will reveal convictions (including 'spent' convictions), cautions, reprimands and final warnings. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.