

Job Title Legal Assistant/Paralegal

Reporting to: Head of Legal

Purpose: To support the Head of Legal and cover a wide range of legal matters

Achieving Results

- Researching legal issues and principles.
- Preparing letters and advising on routine legal documents, such as confidentiality agreements, powers of attorney and data processing agreements.
- Creating reports and taking notes of meetings.
- Efficient support to Head of Legal.

Managing the Process

- Helping to draft and update template contracts and documents.
- Reviewing and advising on data protection impact assessments and providing other data protection advice.
- Reviewing and advising on customer promotion terms and conditions.
- Handling confidential case information.
- Checking and organising legal files and papers.
- Monitoring relevant legal updates, case law and changes to relevant government guidelines or regulations and drafting information notes to the business on relevant changes.
- Undertaking general adhoc legal work as required.

Serving the Customer (Internal and External)

- To liaise with all internal and external customers
- To provide support and assistance to the Head of Legal
- Health and Safety - All employees have a statutory duty to look after their own safety and to give due consideration for the safety of others. Employees also have specific responsibilities as set out in the Company Health and Safety Policy.
- Equality & Diversity - All employees must comply with the Company Equality and Diversity Policy, ensuring that at all times behaviour is fair and non-discriminatory.

Delivering Quality

- To apply confidentiality in all matters.
- Excellent written and verbal communication skills.
- Reviewing and monitoring legal updates for business purposes.

Technical Skills and Knowledge

	Basic	Intermediate	Advanced
Legal knowledge			
Case Law knowledge			

Training Matrix

A training matrix for this role, which includes all the compulsory training that is required, is published on the People Development pages of the intranet. Full course descriptions explaining the content of these courses are also available on the Academy.