

<b>Role</b>	<b>Immigration Paralegal – Full time, Permanent</b>  The purpose of the role is to assist the solicitors in the Immigration Team in a range of admin and chargeable activities. The role will enable the solicitors, through effective delegation of support tasks, to undertake additional work and to increase the proportion of their time spent on more complex legal matters.
<b>Reporting To</b>	Immigration Head of Department
	<b>KEY RESPONSIBILITIES</b>
General	Supporting Solicitors in the team with their caseload and admin related tasks. This includes: <ul style="list-style-type: none"> <li>- Opening and closing files</li> <li>- File Management - ensuring client data on the casework management system and paper files are kept up-to-date and accurate</li> <li>- Billing files</li> <li>- Corresponding with clients, UKVI, courts, and counsel</li> <li>- Meeting with clients and taking instructions</li> <li>- Drafting representations to UKVI, courts, counsel and other agencies</li> <li>- Assisting with entry clearance and applications for leave to remain, indefinite leave to remain, British citizenship, and applications for EU nationals</li> <li>- Assisting with Tribunal proceedings and issuing judicial review claims</li> <li>- Liaising with any new client enquiries on behalf of the solicitors</li> <li>- Undertake research on client related matters</li> <li>- Navigating Immigration Rules and UKVI guidance</li> <li>- Having awareness of and adhering to all the relevant policies and procedures of the Firm</li> <li>- Adhering to the Firm policy in relation to confidentiality with specific reference to Data Protection Act</li> <li>- Utilising the range of reference resources as required</li> </ul>
Training & Development	<ul style="list-style-type: none"> <li>- To share best practice with colleagues, especially in relation to new approaches to work</li> <li>- To contribute to the effective development of the team</li> <li>- To be flexible in supporting the provision and continuity of service in respect of colleagues being on Annual Leave, Sick Leave, etc, to ensure that the department is appropriately staffed at all times</li> <li>- To actively participate in annual appraisal and achieve any agreed personal and/or organisational objectives</li> <li>- To actively look for new opportunities and areas for self development using the Firm annual performance review system. Ensure skills are relevant and up to date</li> <li>- To develop effective relationships with colleagues and be sensitive toward them, contributing to a sense of team spirit</li> <li>- To identify and attend relevant training</li> </ul>

Qualifications & Experience	<ul style="list-style-type: none"> <li>- UK degree</li> <li>- LPC or intention of working towards this</li> <li>- Experience as a paralegal or similar position in a law firm especially in the private and business immigration area is desirable</li> <li>- An interest in marketing and business development is desirable</li> </ul>
Skills	<ul style="list-style-type: none"> <li>- Ability to communicate effectively with people from a wide range of backgrounds, for many of whom English is not their first language</li> <li>- Ability to prioritise workloads and to ensure that all deadlines are met</li> <li>- Ability to analyse and assess detailed information</li> <li>- Ability to communicate fluently and effectively, by correspondence and by telephone, with a range of internal and external contacts</li> <li>- Needs to be a confident communicator, both verbally and written, with an ability to develop relationships, undertake client marketing if required</li> <li>- Be an enthusiastic team player with a flexible approach</li> <li>- Good IT skills are essential, ideally with experience of a document management system, and a working knowledge of Word, Excel and other Microsoft Office applications</li> <li>- Ability to apply common sense to work</li> </ul>