

Job Description | Risk Paralegal

Department: Risk Department

Location: London

Reporting to: In-House Lawyer

Working Pattern: Monday to Friday

Hours: 09:00 to 17:30

The Role

The role is to provide administrative risk and compliance support to the firm's Legal & Risk team and to the wider business, to ensure that the firm develops and maintains the very highest standards in the manner in which the professional standards of conduct are applied in client relationships, in its management of risk and its compliance with regulatory requirements. The role will also assist in promoting best practice in these areas throughout the firm's international network. The successful candidate will work with paralegals and in-house lawyers in the firm's Risk Team.

The Risk Department provides administrative support to the firm's senior management and to the wider business, to ensure that the firm develops and maintains the very highest standards of professional conduct, optimally manages risk and ensures compliance with legal and regulatory requirements.

Key Responsibilities

- Maintaining the firm's database of service level agreements.
- Researching legal and regulatory issues and assisting in the production of related guidance, practice notes, templates and training materials.
- Attending to the firm's information barrier systems.
- Assisting with the administration of the Risk Team's various email inboxes.
- Supporting with sanctions checks.
- Maintaining and updating the Risk Team's intranet pages.
- Helping with the administration and delivery of training and awareness programmes and materials for lawyers and other staff.

At Clyde & Co we view diversity as critical to the international nature of our business and have created a working environment where people from different backgrounds can thrive. It is the Firm's policy to treat all employees and job applicants fairly and equally regardless of their gender, gender identity, marital or civil partnership status, race, colour, national or ethnic origin, social or economic background, disability, religious belief, sexual orientation, or age.

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- Assisting with the regular review and updating of the firm's policies and procedures, risk registers, breach registers, compliance plans, engagement letters and another documentation and records.

Essential Skills & Experience

- Experience working in a leading Central London or major regional firm.
- Strong organisational, communication and project management skills.
- Excellent interpersonal skills – the person will liaise with both lawyers and business services groups, in each case at all levels of seniority.
- Strong analytical skills and ability to focus on detail but also on the larger picture.
- Ability to write clear, accurate and practical guidance and precedents.

The Firm

Clyde & Co is a leading global law firm, helping organisations successfully navigate risk and maximise opportunity in the sectors that underpin global trade and commercial activity and enable global prosperity, namely: insurance, aviation, marine, construction, energy, trade and natural resources. Globally integrated, we offer a comprehensive range of contentious and non-contentious legal services and commercially-minded legal advice to businesses operating across the world. We are committed to operating in a responsible way by progressing towards a diverse and inclusive workforce that reflects the communities and clients it serves and provides an environment in which everyone can realise their potential, using its legal and professional skills to support its communities through pro bono work, volunteering and charitable partnerships, and minimising the impact it has on the environment including through a commitment to the SBTi Net-Zero standard and the setting of ambitious emissions reduction targets. The firm has 490 partners, 2400 lawyers, 3200 legal professionals and 5500 people overall in nearly 70 offices and associated offices worldwide.

Our Values

Our values are the principles that guide the decisions we make, unite us in our endeavours and strengthen our delivery, for our clients and our firm. We:

- **Work as one** We are a globally connected team of talented people who act with a firm-first mentality to achieve success
- **Excel with clients** We aim high and challenge ourselves to deliver unique excellence for our clients, keeping them at the centre of everything we do
- **Celebrate difference** We help each other to be at our best and believe our differences result in greater achievement

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- **Act boldly** We seek new opportunities, take action and learn as we go, recognising that curiosity drives our development and contributes to growth

Business Services Competencies

Clyde & Co is committed to providing extensive, personal and professional development opportunities for our people enabling them to be highly effective in their current role as well as assisting them to fulfil their career aspirations.

The competencies are used to inform all aspects of Business Services career development. They vary across levels and different business areas and fall under the following areas:

- Technical Excellence
- People and Team
- Client/Stakeholder Relationships
- Service Delivery and Commercial Awareness
- Personal Effectiveness

This is the job description as constituted at present; however the Firm reserves the right to reasonably amend it in accordance with the changing needs of the business.

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