

# Paralegal

Birmingham

Permanent

Full-time, Hybrid working



## THE FIRM

Capsticks is a leading provider of legal services to the health, social care, housing and emergency services sectors, as well as in the field of professional regulation. The firm has a turnover of c£60m and around 600 staff - including 450 fee earners - across five offices nationally. We act for a wide range of long standing clients in both the public and private sector, including all forms of NHS organisations, governmental and regulatory bodies, registered providers, insurers, police, fire and rescue services, independent health and social care providers, charities and GP practices.

Further details about the firm and the type of work carried out can be found on our website at [www.capsticks.com](http://www.capsticks.com).

In 2022 Capsticks achieved a two star accreditation from Best Companies, the specialists whose recognition programme is the standard for workplace engagement - [Capsticks is an "outstanding place to work" – Best Companies to work for 2022](#). The Best Companies accreditation is really important to Capsticks as it focuses on the trust and value we place in our people, their wellbeing and their careers. Capsticks is independently rated as an "outstanding company to work for".

## THE ROLE

The main role and responsibilities will include helping a partner and solicitors in aspects of their casework including (although, this is not an exhaustive list):-

- general case management;
- assisting fee earners;
- working to a chargeable hours target;
- drafting general correspondence and documents;
- preparing and drafting reports to the client;
- proof reading documents;
- undertaking research;
- liaison with clients and analysing evidence received in order to advise the client;

Supervision, support and relevant training will be provided although the successful applicant will also be encouraged, where appropriate, to use their own initiative.

## MAIN DUTIES AND RESPONSIBILITIES

Candidates should have:

- a 2:1 undergraduate degree;
- ideally an LPC or BVC qualification (LPC would be preferred but is not essential)
- strong IT skills;
- ability to adhere to and manage deadlines;
- good written skills;
- good administration skills; and
- good communication skills;

Candidates will also be expected to demonstrate at interview that they:

- are well organised;
- have good attention to detail;
- are able to work well under pressure;
- are proactive; and
- are self-motivated

Candidates should be aware:

part of the interview process there will be a written test, details of which will be provided to those candidates the firm calls for interview; and the firm is only able to respond to candidates we call for interview.

## Capsticks is an inclusive employer

At Capsticks we value diversity and we are committed to creating an inclusive and supportive working environment where everyone is able to be themselves and reach their full potential. Capsticks is committed to providing equal opportunities for all and therefore we welcome the unique contributions that you can bring in terms of your education, background, culture, ethnicity, race, nationality, sex, sexual orientation, gender identity, age, disability, neurodiversity, religion and beliefs.

We will make reasonable adjustments to our application and interview process to ensure that you have the best chance of success. We understand that there's not a "one size fits all" approach to adjustments so our team will work with you individually to understand more about your requirements. If you have any questions please contact our Recruitment team on:

[Careers@capsticks.com](mailto:Careers@capsticks.com)

### CAPSTICKS

capsticks.com  
Twitter: @capstickslp

### BIRMINGHAM

1 Temple Row  
Birmingham B2 5LG  
T +44(0)121 230 1500  
F +44(0)121 230 1515  
DX: 13003 - Birmingham

### CHORLEY

Ordnance House,  
6 East Terrace Business Park  
Euxton Lane,  
Chorley PR7 6TB  
T +44(0)125 726 6008

### LEEDS

Toronto Square, Toronto Street  
Leeds LS1 2HJ  
T +44(0)113 322 5560  
F +44(0)113 242 2722  
DX 713112 – Leeds Park Square

### LONDON

1 St George's Road  
London SW19 4DR  
T +44(0)20 8780 2211  
F +44(0)20 8780 1141  
DX 300118 – Wimbledon  
Central

### WINCHESTER

Staple House, Staple Gardens  
Winchester SO23 8SR  
T +44(0)1962 678 300  
F +44(0)1962 678 311  
DX 2532 - Winchester