

## Paralegal job vacancy

### Real estate group

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We are recruiting a planning and real estate paralegal on a permanent basis to join our real estate group.

#### About Macfarlanes

We are a distinctive London-based law firm with a unique combination of services built and shaped around the needs of our clients. Our unrivalled blend of expertise, agility and culture means we have the flexibility to meet their most challenging demands and adapt to the changing world around us. While many of our services can be found at other firms, the mix cannot.

We find, recruit and train talented people from all backgrounds, building careers for the long term, to one day shape and lead the firm. We know each other personally which means we work together with more cohesion, and less formality. Our culture is thoughtful, challenging and supportive, and we are a place where everyone, at whatever level, can thrive. We remain focused on equal treatment in recruitment, retention and promotion.

#### Practice overview

Real estate is a core practice area for Macfarlanes. The practice is characterised by its breadth and its commitment to quality, in expertise, service standards, and client and transaction profile. The real estate practice covers the following areas:

- development and investment;
- corporate real estate; and
- planning, environment, construction and residential.

Our commercial real estate group currently consists of seven partners including one construction partner, seven senior counsels, four knowledge lawyers, two consultants, 12 associates, 14 senior associates, five trainee solicitors, five paralegals and one administrator.

Our clients range from private individuals and property companies to life insurance companies, large corporates and public bodies, based both in the UK and internationally. The relationships we develop with clients are key to our success.

#### The role

The individual will be required to carry out a broad range of good quality work. Key duties will include:

- planning, highways and associated matters including assistance with the negotiation and completion of any necessary statutory agreements;
- landlord and tenant matters, sales and purchases and financing transactions;
- carrying out research based tasks where necessary;
- due diligence and reporting;
- liaising with local authorities and reviewing local authority records to assist with the planning aspects of transactional work; and
- dealing with Land Registry requirements.

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The individual will also receive the departmental training given to trainees.

This job description encompasses the main duties of the role and is by no means exhaustive. It is anticipated that duties may vary from time to time according to the needs of the practice area.

## **The candidate**

The right candidate will be self-motivated, interested in, and committed to providing high quality and accurate work and be a team player. They will be ambitious, with a genuine commitment to develop their professional and legal skills.

The successful candidate will ideally meet the following criteria:

- strong academic qualifications from degree upwards and will have ideally completed the legal practice course (LPC) or solicitors qualifying examinations (SQE);
- previous planning paralegal experience preferred otherwise paralegal experience within real estate;
- excellent written and oral communication, drafting and research skills;
- an organised, meticulous and methodical approach to work;
- the ability to be self-motivated, disciplined, pro-active, and to work flexibly and independently following appropriate instruction or in a team; and to take responsibility for the work product delivered;
- effective interpersonal skills and the ability to interact with people at all levels; and
- familiarity with standard WP (Word, MS Office), database and research software and typical office IT systems generally.

## **Paralegal development programme**

We have a paralegal development programme which is designed to equip our paralegals with the broad range of skills and knowledge they need to be effective in their roles. The programme also includes sessions covering essential legal and business skills required at the start of a career in law, recognising the fact that many solicitors begin their careers as paralegals.

## **Routes to qualification**

Paralegals looking to qualify as associates are encouraged to apply for our Training Programme. They can do so once they have completed six months' employment, subject to certain conditions.

Some paralegals may prefer not to (or are unable to) undertake the Training Programme route for a variety of reasons, choosing the Solicitors Qualifying Examination (SQE) and Qualifying Work Experience (QWE) route instead. The firm will offer study leave and exam leave for paralegals sitting the SQE, and will sign off QWE (that meets the SRA's requirements) gained at Macfarlanes. Internal paralegals that have qualified in this way may be considered for NQ vacancies not filled by those qualifying through the firm's Training Programme and where the firm is or may be looking to recruit externally providing they have completed at least one year of their QWE at Macfarlanes and passed both SQE 1 and SQE 2 on the first attempt.

## **Application screening**

Any offer of employment with us is subject to our pre-employment checks which are conducted by a third-party screening provider. These may include but are not limited to your professional and academic qualifications, any criminal records and employment references. These checks will be initiated with your consent and your offer will be subject to the successful completion of these checks.

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## Our commitment to inclusion

We are committed to increasing the diversity of our employees and partners. Improving diversity is one of our key priorities and it is a goal we are actively working towards. We believe that an inclusive, forward-thinking culture is intrinsically important and enables us to provide innovative solutions to our clients.

We welcome applications from people of all backgrounds, bringing different perspectives and experiences, making Macfarlanes an exciting and stimulating place to work. We seek to recruit the best candidates, regardless of age, gender, race, ethnicity, social or economic background, religion, disability, sexual orientation or any other characteristic.

As part of this commitment, we will ask you certain diversity questions. We would really appreciate you and/or your recruiter completing these questions when submitting an application to Macfarlanes as this data enables us to measure our progress towards improving the diversity of our applicants, and ultimately, our hires. This data is anonymised to maintain the privacy of applicants. If you have any questions relating to how this data is used, please contact a member of the recruitment team.

Should you require any adjustments during the application and/or interview process, please do not hesitate to inform your recruiter or a member of the recruitment team. Please note, the job description is available in other accessible formats (for example, large print).

## Key people



**Clare Breeze**  
**Partner**

Clare is a partner and head of the real estate group.

Clare regularly advises investors, developers, private clients, family offices and funders on a wide variety of both domestic (UK) and cross-border commercial and residential real estate transactions with an emphasis on investment, development, leasing, joint ventures and real estate finance.

Her sector experience includes prime residential, build-to-rent (BTR) and private rented sector (PRS), student accommodation, offices, retail, industrial, hospitality and leisure.