

ROLE TITLE: PARALEGAL
GRADE/SALARY: SALARY AND BENEFITS – COMPETITIVE
DATE: SEPTEMBER 2021



Role	Need to Do	Need to Know	Values and Behaviours
<p>Role Purpose:</p> <p>Working for a major provider of asset management services to local government pension schemes you will be required to provide assistance to the Legal Team on advice on a broad range of financial/asset management and corporate services transactions.</p> <p>The role will incorporate aspects detailed below. Reporting to Senior Lawyer, you will ensure that the company operates within the law, offer counsel to senior management on legal issues, create an effective guardian of the organisation. The successful candidate will ensure legal compliance and limit legal risk exposure.</p> <p>Financial:</p> <p>N/A</p> <p>Non-Financial:</p> <p>Health and Safety</p> <p>Performance reporting</p> <p>Reports to:</p> <p>Senior Lawyer</p>	<p>Outcomes:</p> <ul style="list-style-type: none"> • Assisting to provide legal advice to the business teams in respect of all asset classes managed by LGPS Central and the corporate structure. • Assist the Senior Lawyer and Lawyer in setting policies and procedures that manage the legal impact of external factors Provision of pragmatic, business focused legal advice to seek to mitigate/optimize risk in respect of all matters within remit illustrating a clear understanding of legal, financial, regulatory, conduct and reputational risks. • Support the Legal Team by ensuring relevant internal policies and standards are complied with, manage and provide oversight of legal impact of external factors disputes relating to asset management services and operations. • Assisting the Senior Lawyer in any input to relevant risk management forums including inputs from stakeholders and sharing outputs, engagement in industry bodies, engaging with regulators and government and supporting responses to consultations and proposed legislative change. • Supporting the Lawyer/ Senior Lawyer in all aspects of work. 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> • Must be an experienced Paralegal • Proven experience in a business environment • Experience in a financial/asset management services environment would be beneficial • Overall broad legal knowledge (corporate, financial, litigation, employment law, etc) • Understanding of how legal issues effect organisations • Can demonstrate some working knowledge of the UK regulatory framework (ideally for financial/asset management services) • Experience of negotiating agreements • High degree of professional ethics, integrity and gravitas • Good judgement and analytical skills • Strong interpersonal and communication skills • Ability to anticipate legal issues or risks • In exchange the company offers a very challenging, rewarding and collegiate environment. <p>Qualifications:</p> <p>Experience of the asset management industry will be advantageous. Law degree</p>	<p>Values:</p> <ul style="list-style-type: none"> • We are a great place to work • We are Client Focus ed • We are Inclusive • We are Ambitious <p>Behaviours</p> <ul style="list-style-type: none"> • Open, fair and transparent, acting with integrity. • Doing the right thing. • Honest and trustworthy • Empowered in making right decisions • Collegiate and Collaborative. • Valuing and treating everyone equally.

<p>Relationships Internal:</p> <p>Heads of Service, Portfolio Managers and other LGPSC Staff.</p> <p>Relationship External:</p> <p>Partners, Shareholders, Agencies, Suppliers, Legal, Brokers, Research providers.</p>	<ul style="list-style-type: none"> • Assist in anticipating issues and operational legal risks • Base decision-making process on ethics and integrity • Help create associations of trust and respect with key internal and external stakeholders • Assist with the negotiation with external parties external counsel, clients) as appropriate • Identify need for external advice; specify and co-ordinate with assistance the delivery of such advice • Dealing with company secretarial matters • Handling ad hoc queries from the business, supporting the deal teams, litigation and managing contentious issues. • Continuous improvement in systems and processes within the legal team Cross team collaboration. 		<ul style="list-style-type: none"> • Listening to individual ideas to support growth. • Constructively challenging the status quo. Accountability for results and delivery • Friendly, honest and supportive
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LGPS Central Limited provides an exciting, supportive and family-friendly working environment, and we are committed to helping our people achieve their full potential and a healthy work-life balance.

We are an inclusive employer and offer equal opportunities to all regardless of an individual's age, disability, gender identity, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex and sexual orientation.

Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.