

Job Title: Paralegal
Directorate: Corporate Services
Reports To: Senior In-House Solicitor

JOB PURPOSE

To provide comprehensive professional assistance to the Legal Team at Sport England, working on routine commercial matters as well as specific projects which contribute to continuous improvement in processes which ensure the organisation operates in a manner which is legally compliant.

DIMENSIONS

Location: Homeworking/Hybrid office-based in Bisham/Loughborough
Key Stakeholders: Legal Team, Procurement, Information Governance and Data Protection & IT

KEY DUTIES AND RESPONSIBILITIES	% Time
<p>Legal & Data Protection Casework</p> <ul style="list-style-type: none"> • Provide first line assistance and support for data protection and commercial legal work within the Legal Team • Support the Data Protection Officer on operational data protection matters (review of privacy assessments, handling subject rights requests, document templates management and training) • Provide second line (back-up) support with ad hoc tasks specifically related to grant agreements, and property matters • Management of the execution process for legal documents • Responsibility for the administrative management of Sport England’s Data Privacy Management System; • Supporting the work of working groups, project boards committees or similar including minute taking and documenting action points. • Legal research as required 	60%

KEY DUTIES AND RESPONSIBILITIES	% Time
<ul style="list-style-type: none"> Assisting with training to the organisation 	
<p>Legal Administration</p> <ul style="list-style-type: none"> Filing and file management (including file opening, file closing and monitoring of team compliance with file management processes) Responsibility for and liaison with IT on Legal systems software and troubleshooting Miscellaneous administrative tasks as required by the team 	30%
<p>Ad Hoc</p> <ul style="list-style-type: none"> Work flexibly to carry out any other duties that your skills can be applied to where directed and capacity allows. Follow policies and procedures in relation to other matters e.g. Health and Safety, procurement 	10%

Our Values

- Ambitious** – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.
- Innovative** – Curious, optimistic and relentless, we question established ways of working and learn from each other and from our experiences.
- Inclusive** – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.
- Collaborative** – One team, committed to delivering together and working with others to make a difference to people’s lives.

Person Specification

The additional skills, knowledge and experience required.

Essential

- 1) Law degree (or equivalent qualification such as Graduate Diploma in Law)

- 2) Working knowledge of at least one of the following legal areas: contracts, data protection, grant funding, intellectual property, or property and land registry matters
- 3) Strong communication and influencing skills and an ability to analyse complex information
- 4) Demonstrable innovative thinking approach to problem resolution
- 5) Self-motivated and pro-active with a commitment to providing an excellent service to all colleagues and stakeholders
- 6) Excellent IT skills, in particular MS Office
- 7) Proven ability to be a team player
- 8) A willingness to perform tasks outside of own responsibilities in order to develop and learn, with a continuous improvement mindset

Desirable

- 9) Previous practical legal post qualification experience.
- 10) Working knowledge of data protection.