



## Paralegal, Tenancy Disputes – Birmingham

Full Time, permanent

### The Firm

[Trowers & Hamlins](#) is a City-led, international and national law firm with over 160 partners and 950 staff, with offices across the UK, Middle East and the Far East. Our global footprint is further enhanced by our strategic partnership with [Interlaw](#) which works to facilitate our management of multi-jurisdictional matters. We have leading practices in Corporate, Litigation, Tax, Banking and Finance, Real Estate and Private Wealth.

We've always been proud of our natural commitment to [diversity and inclusion](#) and value the variety of our partnership. We are different and we believe it is our people that make us unique. We expect and respect that you and your talents are too. Our strategic direction is shaped by a desire to grow our business in a way that is responsible and sustainable, and has the principles of [ESG](#) at its core, guiding the way we operate firmwide.

### The opportunity

We provide real estate dispute resolution legal services to a broad range of clients across a wide array of specialist areas.

The Tenancy Disputes team in Birmingham currently comprises of two Partners, one Senior Associate, five Associates, three Senior Paralegals and four Paralegals in the niche area of residential landlord and tenant legal issues and disputes. The team advises and represents

a very broad client base which includes registered providers, letting agents and private landlords.

As a result of one of Paralegals leaving to commence a training contract, a vacancy in the team has arisen. The role involves defending pre-action claims where tenants are alleging their landlord has breached their repairing obligations and are seeking compensation (known as housing conditions claims). In addition, the successful applicant will support the Associates within the team if a housing conditions claim is issued, as well as providing support to the team relation to access injunctions and other court action.

### What you'll be doing

- Providing support to the wider team;
- Managing pre-action housing conditions claims;
- Providing advice in writing and by telephone;
- Drafting witness statements;
- Assisting Associates in progressing and managing cases that proceed to trial by complying with Court directions such as disclosure and instructing Counsel;
- Negotiating settlement with opposing parties;
- Advising clients on cases and the merits of a case;
- Preparing statements of costs;
- Meeting clients;
- Actively participating in business development initiatives and maintaining good client relationships.

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## What you'll need

The firm has a competency framework for paralegals and in particular for this role we require:

- Strong technical and organisational skills;
- Excellent communication skills;
- Client focus;
- Drive and enthusiasm.
- Team based approach;
- Commercial awareness;
- Ability to work to deadlines;
- Good interpersonal skills, presenting and client facing skills.
- Good academic record is essential;
- LLB/LPC graduate desirable but not essential
- Previous paralegal experience would be an advantage but is not essential;
- Experience of litigation matters, ideally property.
- Residential landlord and tenant litigation experience is desirable but not essential (especially experience of housing conditions claims);
- An interest in marketing;
- An ability to work autonomously with minimum supervision – a self-starter.

## Reporting to

**Yetunde Dania, Partner & Head of Office**

**Dorota Pawlowski, Partner**

## Key contacts

**Claire Rennison**

Senior Recruitment Advisor

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**Trowers & Hamlins is an equal opportunities employer and values diversity and inclusion. All applications will be considered on merit and the applicant's suitability to meet the requirements of the role and will be treated equally irrespective of Ethnicity, Gender (including Trans and non-binary) Race, Disability, Religion and sexual orientation.**

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