

# Kingsley Napley

## Job Description

<b>Title:</b>	Immigration Paralegal
<b>Hours:</b>	9.30 am to 5.30 pm
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Nicolas Rollason (Practice Area Leader)
<b>Department:</b>	Immigration Practice Area
<b>Purpose of job:</b>	To provide administrative support to a very busy Immigration Practice Area. To involve a mix of corporate and private immigration matters (60/40)
<b>Specific duties:</b>	To include: <ul style="list-style-type: none"><li>• Assisting fee earners with research</li><li>• Arranging appointments at the UK Border Agency and liaising with the visa agent</li><li>• Ensuring electronic application forms are kept up to date</li><li>• Assisting with the preparation of same day applications and liaising closely with the main fee earner</li><li>• Proof reading and checking forms and documents for accuracy</li><li>• Completion of immigration application forms, standard letters/emails for fee earner review and submission to the UK Border Agency</li><li>• Telephone calls to organisations, monitoring and checking progress of applications and reporting back to fee earners</li><li>• General administration</li><li>• Such other duties as may from time to time be given</li></ul>

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the post holder.

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## Person Specification Job Title: Immigration Paralegal

### Essential

- Education/Qualification:
- Candidates must have excellent written and spoken English
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- Experience:
- Experience working in a law firm environment
  - Experience of working within a busy environment where deadlines are tight
  - Some immigration experience preferred
- Skills:
- IT literate in MS Office
  - Excellent interpersonal and telephone skills
  - Good organisational skills
  - Document management
  - Administration skills
  - Good drafting skills
  - Good attention to detail
- Attributes:
- Proactive approach to managing flow of work
  - Flexibility to adapt to changing work priorities through the day
  - Self-starter
  - Team player
  - Tactful, diplomatic and confident
  - Ability to handle sensitive information
  - Communicates effectively at all levels, both verbally and written
  - Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Criminal Records Bureau before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, 'standard disclosure' will be sought. This will reveal convictions (including 'spent' convictions), cautions, reprimands and final warnings. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.