

ROLE PROFILE PARALEGAL

JOB HOLDER:	REPORTING TO: GENERAL COUNSEL
DEPARTMENT: LEGAL AND COMPLIANCE	LOCATION: KINTO HEAD OFFICE, PORTSMOUTH
ROLE TYPE: PERMANENT	GRADE: 7

JOB SUMMARY (DESCRIBE OVERALL PURPOSE OF JOB IN A FEW SENTENCES)

In this role you'll be supporting the Legal Counsel in the Legal & Compliance Team at an exciting and challenging time. You will be key to helping with the existing varied workload and you will have much opportunity to work on your own caseload and projects with support from the Legal Counsel.

You will be involved in supporting the team in the preparation and review of commercial contracts and addressing customer issues. The role requires an organised approach to manage the legal administration and escalate queries from the business.

KEY RESPONSIBILITIES (DETAIL KEY JOB DUTIES BELOW IN BULLET POINTS)

- Assist the Legal & Compliance Team in the allocation of queries and agreements that are received daily in the Legal & Compliance Inbox.
- With support from the Legal Counsel, to advise the business on legal, operational and compliance matters.
- Responsible for your own administration.
- Liaise with relevant departments and other necessary parties, including customers, suppliers, and funders, to ensure legal queries are resolved in an effective manner.
- Work with the Legal Counsel and team to develop and roll out new template agreements, policies and legal procedures and help ensure all legal processes and procedures are being followed and adhered to.
- Under supervision, provide general legal advice and support, including research, legislative updates, and assistance with compliance matters.

LEGAL REQUIREMENTS

To develop and maintain an appropriate level of legal knowledge and competence in the Legal & Compliance Team of the KINTO UK business.

KEY CONTACTS

INTERNAL

All KINTO employees, SLT team

EXTERNAL

KINTO contacts

SKILLS AND EXPERIENCE	
ESSENTIAL (ESSENTIAL TO PERFORM THE ROLE)	DESIRABLE (USEFUL TO HAVE)
<ul style="list-style-type: none"> ▪ Prior experience of working with commercial contracts. ▪ Attention to detail, and not afraid to ask questions. ▪ Good interpersonal and communication skills. ▪ Fast learner, and solutions orientated. ▪ Excellent administrative and Microsoft Office, intranet skills. ▪ Managing workload with limited supervision and working under pressure to achieve deadlines. 	
KEY EDUCATION/QUALIFICATIONS RELEVANT FOR JOB ROLE	
<ul style="list-style-type: none"> ▪ Legal qualification preferable (such as LLB, LPC, CILEx or equivalent) or significant contract management and negotiation skills. 	
IDEAL PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> ▪ Self-motivated with enthusiasm to succeed and develop in the KINTO UK business. ▪ Proactive, resilient, and resourceful, with confidence and the ability to communicate effectively at all levels. ▪ Understanding and communicating the legal issues to the line manager and General Counsel. 	

TOYOTA WAY COMPETENCY LEVELS

CHALLENGE – PERSEVERANCE	3	KAIZEN – DELIVERING INNOVATION AND CONTINUOUS IMPROVEMENT	3
GENCHI GENBUTSU – EFFECTIVE FACT FINDING AND ANALYSIS FOR PROBLEM SOLVING	3	RESPECT – DRIVING EFFECTIVE COMMUNICATION	3
TEAMWORK – MANAGING OWN AND OTHERS' PERFORMANCE	3		

This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time and therefore this document may be amended from time to time in line with Company objectives.

JOB HOLDER: _____

SIGNATURE:

DATE:

LINE MANAGER:

SIGNATURE:

DATE:

Version	Drafted by	Date	Reviewed By	Date
1.0	Emma Harrison	11/2020	Matthew Rumble	11/2020
2.0	Danielle Chambers	21/04/2021	Gavin Persaud	14/09/2021