

# JOB DESCRIPTION: LEGAL SUPPORT ASSISTANT

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**Full-time permanent position (40 hours per week)**

**Closing date: 29<sup>th</sup> August 2023, 10am**

**Salary: c.£29,000 - £31,000 per annum**

## ***Positive Action Statement***

Matrix strives to be an equal opportunities employer and is committed to diversity amongst its staff and members, including supporting flexible working. We therefore encourage and welcome applications from women, Black, Asian and minority ethnic individuals, neurodiverse and disabled people and those who are LGBT+, as well as candidates from other groups which are underrepresented in the legal sector. We will make reasonable adjustments to enable disabled or neurodiverse candidates (including where a mental health issue is classified as a disability) to demonstrate their suitability for the position.

## ***What is Matrix?***

Matrix is a barristers' chambers located in Gray's Inn, London, Geneva and Brussels. We are a group of independent and specialist lawyers and support staff who work in a wide range of areas of law. We work throughout the UK and have extensive experience internationally.

We are an innovative provider of legal services and are proud of our reputation as an organisation. Our actions are guided by our core values, which outline our principles as an organisation and govern how we work. They mean that our lawyers and staff are committed to equality and fairness in all aspects of their work. We operate within a modern environment, where diversity, accessibility and client care are widely championed.

## ***The Role***

Matrix has a strong history of providing cutting-edge legal services. The Legal Support Service (LSS) supports Matrix members' work that develops the law in national and international courts and tribunals. Matrix cases are discussed both in academic and legal commentary and covered by the mainstream media on a daily basis. LSS is a key resource for Matrix barristers, whether it's urgently tracking down cases, legislation or articles, producing bundles of authorities for court, or carrying out background research for cases, seminars and articles. The team is responsible for summarising major developments in the law, adding to the staff team's commercial awareness, and developing Matrix's legal media opportunities. LSS assists with the management of Matrix's intranet and administers the freelance research panel.

Applications are sought for the position of Legal Support Assistant to be part of this key and exciting team, reporting to the Legal Support and Compliance Manager. The successful candidate will be able to demonstrate, including thorough experience providing legal support or research, that they can meet the requirements of the job description. They will demonstrate good attention to detail, ability to work well in a team and with clients, and experience of delivering a high quality service. This is a fast-paced environment, so excellent organisation and time management skills are essential, as well as an ability to cope well with pressure.

**Interested? What now?**

Please submit a covering form and CV to Lindsay Clarke at [recruitment@matrixlaw.co.uk](mailto:recruitment@matrixlaw.co.uk). The closing date for applications is Tuesday, 29<sup>th</sup> August 2023, 10am.

**Guidance to completing our form**

Your covering form and CV is the first stage of the recruitment process and it is the only basis on which we make a selection for interview.

**Please address each of the seven core skills listed in the table below in your letter/CV.** Where possible please provide examples relating to your previous experience. As a guideline, each point should be addressed in approximately 250 words.

Experience/Skill	Essential/Desirable
1. Legally qualified to degree level (or an equivalent professional qualification) or similarly qualified in information management.	Essential
2. Excellent understanding of basic legal concepts and legal research as demonstrated by a good level of academic achievement and/or relevant practical experience.	Essential
3. Ability to pick new concepts and skills up quickly.	Essential
4. Good customer service skills and strong attention to detail.	Essential
5. Familiarity and confidence with all the major sources of legal information e.g. Westlaw, LexisNexis	Essential
6. Ability to communicate effectively: ability to take complex ideas and express them in a form appropriate to the audience.	Essential
7. A high level of IT literacy.	Essential
8. An understanding of, and commitment to, equal opportunities and the core values of Matrix. Please choose one core value and tell us why you think it is important within your covering letter.	Essential

**What you can offer us**

*Responsibilities*

1. Assist the Legal Support and Compliance Manager with the delivery of the team's knowledge management and query handling strategy.
2. Enquiries – handle legal support enquiries on a day-to-day basis, delivering a high-quality legal information service. This includes carrying out research requests for members,

- locating authorities and compiling bundles.
3. Current awareness and web-content – sourcing and drafting relevant content for internal current awareness, as well as Matrix’s external blogs, websites and social media accounts.
  4. Library management – help manage Matrix’s physical and online libraries, including giving training where necessary.
  5. Information sharing – help identify, create and implement new opportunities to distribute and utilise information through new resources and technologies.
  6. Research support – provide training, support and guidance to Matrix barristers and trainees in research techniques.
  7. Research for staff – assist the CEO, Marketing Manager and Practice Managers, as well as any other staff members as requested, with relevant information requests, including on case information, compliance, policies and regulatory matters.
  8. Work Experience – administer the Work Experience and other related schemes at Matrix
  9. Public Access – deal with telephone enquiries from members of the public and lay clients as part of Matrix’s Public Access protocol.
  10. Court run assistance – occasionally help the Outdoor and Office Assistants with delivering documents to the High Court
  11. You may be required to support and train other members of the staff team, as directed by the Legal Support and Compliance Manager.

#### *Participation in the development of Matrix*

The post-holder will be expected to play an active role in occasional meetings of the full staff team.

#### ***What we can offer you***

- Full-time permanent position.
- The position attracts a salary of c.£29,000 - £31,000 per annum.
- 23 days’ holiday increasing by one day each year to a maximum of 27 days.
- LSS operates Monday to Friday from 8am to 6pm and we operate a rota to ensure that the team is covered during this time.
- There is a voluntary contributory group pension scheme.
- Private Health Insurance after successful completion of probation.
- Life Assurance.
- Six months’ probationary period.
- Two months’ notice period.

#### ***Development and Progression Opportunities***

- The post-holder will be appraised on a regular basis and specific training and development opportunities will be agreed.

Matrix is committed to a policy of equal opportunity for all staff. We will not discriminate on grounds of sex, gender identity, race, nationality or ethnicity, disability, sexual orientation,

religion or belief, age or any other factor irrelevant to a person's work. Assessment for recruitment and career progression purposes is based entirely on the individual's ability and suitability for the work. We are committed to providing staff of all ages and backgrounds with opportunities to maximise their skills and achieve their potential.

***Matrix is founded on the following Core Values:***

### **How We Deliver Legal Services**

#### **Client care and quality of service**

Everyone at Matrix is committed to providing high quality client care and legal service.

#### **Working together**

Although our lawyers are individual practitioners, they are committed to teamwork and co-operation in delivering legal services, including through sharing legal knowledge and experience.

#### **Independence**

Our lawyers are independent practitioners who promote the interests of their clients, whoever they may be. Matrix is committed to the protection of individuals' rights, and to the interests of corporate clients and public and governmental bodies.

#### **Innovation**

Everyone at Matrix is committed to innovation, to trying new ways of delivering legal services, and to breaking down barriers with other providers of legal services.

#### **Working with academic lawyers**

Everyone at Matrix is committed to enhancing collaboration with academic lawyers.

#### **The legal profession's wider responsibilities**

We share a commitment to the legal profession's wider responsibilities to society.

#### **Public service**

Everyone at Matrix is committed to a public service ethos including to publicly funded work (including for public authorities), public interest litigation and, where appropriate, unpaid work, all of which has equal esteem with private client work.

### **Our Organisation**

#### **A democratic structure**

All Members of Matrix have an equal say in the running of the organisation.

#### **Promotion of equality and diversity**

Everyone at Matrix is committed actively to promote equality and diversity including by a strong commitment to the recruitment and development of people from groups which are potentially disadvantaged or historically under-represented in the legal profession, including women, disabled or LGBTQ+ people, those from disadvantaged socio-economic backgrounds, and those who are Black, Asian or from another minority ethnic group.

#### **Wellbeing**

Matrix aims for everyone who works within Matrix to have good wellbeing and a good work-life balance.

#### **Efficiency in administration and management**

Matrix is professionally managed, using efficient and effective administrative procedures and systems, including state-of-the-art information technologies.

### **Training and Continuing Education**

Matrix offers training opportunities for people working in or with the legal profession including continuing education of everyone within Matrix through regular internal seminars and discussions, and by supporting staff to undertake relevant training and education.

### **Environment**

Matrix will take all reasonable steps to reduce its negative environmental impacts including minimising its contribution to climate change.

### **Practice diversity**

Matrix respecting the diverse practice aspirations of its lawyers in terms of both the areas of law in which they practice, and the way they do it. Matrix is run as an efficient business, but maximisation of income generation is not its principal goal.

### **Respect and Courtesy**

Matrix is committed to ensuring that all those who work with and within Matrix are always treated with proper respect and courtesy.