

Role profile:

Paralegal



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About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

Bruntwood Works, the division taking care of our work and lifestyle spaces, is changing the way people work by creating inspiring environments that help people and businesses to flourish across Manchester, Leeds, Liverpool and Birmingham.

Bruntwood SciTech, our science and technology division, owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations such as

Manchester Science Park, Alderley Park in Cheshire and Platform in Leeds.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

Buildings and space is just the start of our story, we create thriving cities for all.

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday,

private healthcare, employee share scheme and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

So, work with us and shape your world..



Dream & deliver



Never sit on the sidelines



Be creatively commercial



Pay attention to detail (it matters)



Be brilliant to work with



Role Profile

The role: Paralegal

Salary: £26,500

You'll work within the Lease Transactions department, drafting and completing a high volume of agreements, leases, licences with new and existing customers of Bruntwood, as well as assisting our Solicitors. Giving you an excellent opportunity to learn from experienced Solicitors in the property field.

What you'll be doing:

- Drafting new agreements for leases, licences and other ancillary legal documents from standard precedent documents
- Providing title information and replies to commercial property standard enquiries
- Working with Surveyors and Solicitors to negotiate lease terms and complete letting transactions
- Dealing efficiently with any post-completion matters and ensuring that lease details and deeds are entered into systems correctly. Making Land Registry applications
- Responding to ad hoc queries from other departments and customers
- Processing and advising on break notices
- Being responsible for your own workload, ensuring that matters are dealt with as quickly and efficiently as possible while maintaining high levels of service to Bruntwoods' existing and potential customers
- Providing regular assistance to our solicitors

What we're looking for:

- A strong academic background with a passion for law, whether that be a law degree or a conversion
- Experience in a customer service/administrative capacity will be advantageous as you'll be working closely with Bruntwood clients on a regular basis
- Excellent communication skills via email, phone and face to face along with practical experience of handling customer enquiries
- Good attention to detail and organisational skills
- You'll be inquisitive and proactive when seeking operational improvements and developing new ways of working

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Benefits of working with us



Holiday

- **28 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Money

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



Health

Employee Assistance Programme - 24/7 access to mental health, legal & financial support, including counselling

- **Healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Free private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices

Development



- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
Interest free learning loans up to £2000 to pursue your passions
- **Mentoring scheme**

Travel



- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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