

# Inquiries and Investigations Paralegal Multi location (Birmingham or Cardiff preferred)

EVERSHEDS  
SUTHERLAND

## About Eversheds Sutherland

Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions for every client.

As a full service law practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US providing legal advice to clients across the Company Commercial, Employment, Labour & Pensions, Litigation and Dispute Management, and Real Estate practices.

With **74 offices** across **35 countries** worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

## The Group

With over 500 experienced attorneys, we are one of the top ten largest Litigation practices in the world. Internationally recognised, we are featured in The Lawyer Global Top 50, Global Investigations Review Top 100 and Global Arbitration Review Top 30. Our global Litigation team has led clients through some of the most complex disputes and challenging regulatory investigations around the world.

## The Team

Our inquiries and investigations team comprises hugely experienced lawyers working for clients in the public and private sector. We have unparalleled experience of acting on behalf of high profile governmental inquiries, acting as Solicitors to an Inquiry as well as representing Core Participants. The team also conducts confidential investigations for clients who require an independent review of their work and practices, or a deep dive into something that may have gone awry.

Some of our most notable work has included:

- Being appointed as the Commissioning Body for the Independent Inquiry into Telford Child Sexual Exploitation;
- Acting as Solicitors to the Angiolini Inquiry;
- Acting on behalf of a Core Participant in the Post Office Horizon Inquiry;
- Acting on behalf of a Core Participant in the Infected Blood Inquiry;
- Acting on behalf of a number of Core Participants in the Grenfell Tower Inquiry;
- Acting on behalf of a number of Core Participants in the Independent Inquiry in to Child Sexual Abuse (IICSA);
- Acting on behalf of a Core Participant in the Magnox (non statutory) Inquiry;
- Acting as Solicitors to the Independent Jersey Care Inquiry (investigating allegations of abuse of children in care);
- Acting for a Core Participant in the Leveson Inquiry (investigating the role of the press and the police in the phone-hacking scandal);
- Assisting and advising Birmingham City Council on the Trojan Horse investigation;
- Other high profile work includes assisting on inquiries such as the Bloody Sunday Inquiry, the Shipman Inquiry, the Rosemary Nelson Inquiry and the Mid Staffordshire NHS Foundation Trust Public Inquiry.

We are a mobile team with international reach and resources, able to tailor our services to particular inquiries and investigations regardless of their subject matter.

## The Role

Working as part of a team to:

- Act as solicitors to statutory and non-statutory inquiries
- Act on behalf of core participants in public and non-statutory inquiries
- Undertake internal investigations and independent reviews
- Liaise with, interview and take statements from a wide range of witnesses
- Undertake evidential review and analysis on various document management and document review platforms

- Help to develop Eversheds Sutherland's IT systems to assist in monitoring, reporting and capturing evidence, using a bespoke databases where required
- Offer support to the team
- Have contact with witnesses and clients
- Attend hearings on behalf of clients

Must be able to work remotely and travel (when necessary) at short notice.

## Skills

- 'Can do' attitude and prepared to go the extra mile to ensure we are able to meet our clients' needs.
- Exposure to dealing with inquires and/or confidential investigations would be desirable. Background in public sector or other investigatory work considered.
- Superb analytical skills.
- Effective communication with stakeholders, for example, vulnerable witnesses.
- Strong commercial and financial awareness.
- Ability to think independently, contribute and confidently engage with colleagues, clients and Counsel.
- Strong organisational skills with a focus on attention to detail.
- Excellent time management skills.
- Enjoy working under pressure and meeting tight deadlines.
- Ability to prioritise to ensure that high quality, cost effective work is carried out within agreed timescales.

## Key Competencies

- You must be able to meet client needs and build exceptional relationships with internal and external contacts
- You will have good communication skills
- You will enjoy working as part of a team but be equally able to manage your own workload efficiently and promptly
- You will be client centered, managing quality and risk.

## Diversity and Inclusion

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champions.