

Job Title: PARALEGAL (ref. KMH/CN/247)

Hours: 37.5 hours per week, Monday to Friday

Locations: Doncaster, DN4 5PL

Employer: Keepmoat Homes Central Services

Job Type: Full Time Permanent

Keepmoat Homes is a fast growing top 10 UK housebuilder. We design and build quality homes and create places where people want to live.

Our investment and participation help's transform communities and improves the lives of local people. We have a national presence combined with local knowledge and expertise in all aspects of housing – from finance, design, and planning, to developing and building. Our comprehensive skills and capabilities give us a wider perspective across the whole housing lifecycle, and we create lower risk ways of building homes people need.

For more than 90 years our work has been visible to local communities so being part of the community is in our DNA. We hire local suppliers and tradespeople and work with local communities to make sure that our plans meet their needs.

Main purpose of the role

The main purpose of the role is to provide support and assistance to the Keepmoat legal and compliance department to enable them to administer the compliance programme. The role will include undertaking both planned and responsive compliance activities and offering support and advice to the business as it is needed.

Key Accountabilities

- Assisting the team on a wide range of regulatory and compliance issues to ensure that the Keepmoat Group complies with relevant legislation and regulations affecting its business, including record keeping, and internal system management
- Servicing data subject access requests accurately and efficiently. This includes compiling and preparing large volumes of data and presenting it in a clear and accessible format. Strict timescales will apply
- Supporting with the business' approach to UK GDPR compliance: implementing changes to drive compliance, monitoring and reporting how well compliance is embedded, and providing advice to different parts of the organisation
- Involvement in administering the organisation's approach anti-money laundering. This involves monitoring and reporting the levels of compliance, completing due diligence checks. and, answering queries on the measures in place and how to apply them
- Supporting and reinforcing the organisation's work on anti-bribery and corruption. This includes raising awareness of the policies and procedures in place and analysing data on compliance levels
- Reviewing policies against relevant legislation and guidance to ensure they remain suitable and up to date
- Analysing data and preparing coherent, evidence-based reports to inform the business on the progress of the compliance programme
Undertaking research and providing advice on day to day legal queries on compliance, property, general commercial, construction, corporate and other matters
- Involvement in developing and delivering toolkits and legal awareness training on various issues to educate colleagues across the business on the legal process such as how to comply with business processes or how to avoid legal pitfalls.

HS&S Responsibilities

To take care of your own health and safety and that of others who may be affected by your work and adhere to the Keepmoat Health, Safety and Sustainability standards.

Keepmoat Values and Behaviours – how we work

Straightforward

- Communication
 - Communicates in a simple, clear, flexible and consistent way
 - Actively seeks to understand others' point of view
- Openness and integrity
 - Acts with transparency and integrity
 - Challenges others when values are not being demonstrated

Creative

- Innovation and Change
 - Encourages continuous improvement opportunities and fosters an idea generation culture
 - Challenges traditional way of doing things, looking for new and better ways to deliver results
- Thinking and decision making
 - Manages demand and prioritises resources effectively
 - Demonstrates good problem-solving capabilities and identifies solutions

Collaborative

- Building relationships
 - Works to constantly exceed customer expectations and delivery excellent customer service (internal/external)
 - Shows respects by understanding the needs, feelings and concerns of others
- Team working
 - Maintains good working relationships across teams and regions/depts
 - Values diversity and appreciates what others bring

Passionate

- Pride and Resilience
 - Is proud to be in the Keepmoat Homes family and acts as a business ambassador
 - Remains resilient, enthusiastic and optimistic in challenging times

- Delivering Results
 - Is motivated to ensure team delivers results on time, to standard and on budget
 - Takes responsibility to deliver on commitments made

Skills, Knowledge, Experience

Essential:

- Good written and verbal communication skills.
- Ability to write formally and authoritatively to different stakeholders within the business.
- Confidence in interpreting and analysing data to make evidence-based findings.
- Ability to balance priorities; can work under pressure and to tight timescales.
- Excellent organisation skills and attention to detail. Must be able to work logically and methodically.
- Strong listening skills and sound judgement.
- Proven abilities with Microsoft Office, particularly Word and Excel.
- Full driving licence and ability to travel across the England and the borders of Scotland on occasion.

Desirable:

- Previous work experience in compliance, property, construction, or the legal sector.
- Working knowledge of UK GDPR, anti-money laundering, or anti-bribery and corruption.
- Experience in data analysis and able to explain the 'story of the data' to a range of different audiences.
- Project management skills.

Education and Qualifications

Essential:

- Degree at 2:1 level or higher (or equivalent level 6 qualification)

Desirable:

- Degree related to:
- Law
- Business
- Data analysis
- Formal qualifications in:
 - Compliance
 - Risk
 - Counter fraud / anti-crime
 - Project management
 - Quality

Why work for us?

At Keepmoat Homes we pride ourselves on being a great place to work. As the market leader in our industry we want to ensure that we attract, motivate, and retain the best people who can deliver the best service for our customers

We offer you:

- Competitive rates of pay – We regularly check our pay against our competitors to make sure they reflect our position as market leader. We also review our pay every year
- Bonus Scheme – Our annual bonus scheme is linked to team and company performance
- Special offers for staff – We run a range of offers and discounts exclusively for our employees including holidays, health club memberships and days out
- Trust – We encourage you to come up with ideas and get the most out of your job with us
- Recognition – We have a scheme to reward people who go the extra mile for our company



- Development – we offer genuine development opportunities to progress your career

If you are interested in applying, please send your CV to: recruit@keepmoat.com. Please quote job reference number KMH/CN/247 in the subject field of your email. **If you do not include this number unfortunately, we will not be able to process your application.**

We reserve the right to withdraw this vacancy at any time if there is a high level of applications, therefore we would recommend that you submit your application as early as possible

Please assume your application has not been successful if you have not been contacted within 20 days of submitting your application