



Professional Support Lawyer – Housing Management & Property Litigation

The Firm

Devonshires has been based in the City of London for more than 150 years. In addition to our office in the City, we have offices in Leeds, Birmingham and Colchester. We have approximately 250 staff and a growing international reach.

We are recognised in Legal 500 and Chambers UK as a medium-sized niche firm, specialising in various practice areas including housing management, property litigation, construction, litigation & dispute resolution, corporate, banking, employment, projects and property law. We deliver our legal services to clients based throughout the United Kingdom.

Our client base consists of Registered Providers of social housing and we are ranked as a leading firm for our work in social housing.

Housing Management and Property Litigation Team

The team, which is one of the largest in England & Wales, consists of a total of 41 fee earners (7 Partners, 1 Consultant, 8 Solicitors, 4 Chartered Legal Executive Lawyers, 4 Trainee Solicitors and 17 Paralegals) operating from London and Leeds.

Our Housing Management and Property Litigation Department acts for over 100 Registered Providers (RPs) in England and Wales advising on all aspects of housing management and property litigation. We also act for private organisations, land owners, developers, investors, charities, and local authorities.

The Opportunity

This is an exciting opportunity for an experienced professional support lawyer (PSL) to join our busy housing management and property litigation department.

We are looking for an experienced PSL with a demonstrable in-depth knowledge of housing and property litigation law, to monitor and report on the fast-moving developments in relation to the department's practice areas.

This will be used to inform our clients on legal developments and ensure that we continue to always provide cutting-edge advice to our clients who are operating at the forefront of legal issues.

The PSL will additionally maintain and develop a bank of precedents and practice notes for the team and produce regular updates and briefing notes for our clients on all other aspects of housing management and property litigation law. In addition, the PSL should be interested in working with and developing our more junior fee earners by providing advice and guidance on various legal matters as they arise and delivering training both within the team and externally to our clients on request.

Main Responsibilities

The role is a new one within the department. The role will have a focus on the following core areas:

Legal updates and developments

Keeps up to date with all legal and regulatory changes, notifying the relevant practice areas, and reading and circulating materials from email and online subscriptions, journals and case law.

Responsibility for reviewing and circulating updates on current and developing issues arising in the housing law and property litigation field. Preparing and collating of internal knowhow/precedents.

Creates and circulates urgent and topical email updates (both for internal and external readership) and analyses the impact of updates on work and internal know-how resources and materials.

Responds to queries from the sub-groups, including undertaking research where appropriate, or delegating to trainees and other fee earners.

Redirects queries received from outside the department to the relevant leads within the department.

Assisting with research and preparation for internal and external presentations.

Responsibility for the back-end of the internal knowhow and legal search system.

Assisting with the writing of articles/client briefings as and when required.

Assisting with the preparation of submissions for the Legal Directories and coordinating the response of the housing management and property litigation department.

Assisting where required with tender submissions for the department.

Precedents and internal know-how

Coordinates and maintains bank of precedents with responsibility for (i) periodically reviewing precedents and (ii) identifying when specific updates are required, in each case agreeing with relevant departmental leads for updates (and providing administrative support to ensure precedents are maintained).

Considers impact of legislative, case law and regulatory changes, determining where updates required to relevant precedents.

Liaise with the IT team to ensure internal IT resources are up to date and easily accessible to fee earners. Liaise also with Business Development to provide joined up tender to fee earner support.

Training and new joiner support

Co-ordinates the continuous departmental internal training, developed with input from the department's partners as to content and speaker participation. Responsibility for the preparation of agendas for departmental update meetings/training together with the distribution of items to be presented and the preparation of handout materials.

Co-ordinates external training course provision. Liaises with training speakers to ensure materials are prepared in advance. Arranging ad hoc training sessions by external providers where appropriate/directed.

Populating and administrating the housing and property litigation external training calendar.

Co-ordinates training sessions for/with clients (where requested) including assisting fee earners/partners in obtaining relevant materials. Assisting with research and preparation for internal and external presentations.

Drafts and updates best practice and "how-to" guides.

Ensures fee-earners are made aware of and are reminded of access to relevant legal resources, such as Practical Law and Westlaw. Conducts housing and property litigation law knowledge development induction training for new joiners.

Ensures resources remain adequate and up to date including library of hard copy and soft copy materials. Maintaining archive of legal know how resources/legal updates.

Other

Assist fee earners/Partner leads on large project work and assist with overflow fee earning matters as and when required.

Liaise with other PSL's across the firm and co-ordinate where required/develop the firm's wider knowledge and practice support framework.

This job description is indicative only and does not represent an exhaustive list of responsibilities. The firm reserves the right to alter or change the responsibilities at any time, in line with the firm's strategy and business needs.

If you would like further details or wish to apply for this position please email your CV and covering letter direct to legal.recruit@devonshires.co.uk and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

Role Specification

Attributes and Skills Required

- A minimum of five years' PQE housing law or property litigation or other relevant experience, as a qualified lawyer;
- a strong academic background;
- proactive and prepared to work independently and intelligently exercise own judgment with minimal supervision always adopting a can-do attitude;
- enjoy engaging with people;
- excellent communication skills, both written and verbal with experience of drafting articles for publication;
- able to identify key legal issues in most complex cases, and able to explain complex legal points to more junior colleagues and/or present them in briefing notes for colleagues and clients;
- proactive and able to convey clear and concise information;
- excellent attention to detail to produce work / documentation which is consistently of a high standard;
- demonstrate a flexible approach to work and an understanding of internal client needs and timelines;
- comfortable taking a collaborative and collegiate approach to matters, recognising that one can always learn new skills as well as imparting knowledge to others;
- experienced in using Word, Excel, Outlook and Internet applications;
- cooperative and collaborative in approach and is able to develop excellent working relationships at all levels and roles;
- high professional standards with commitment to quality work product;
- excellent drafting, research and presentation skills;

- understanding of different learning styles;
- ability to acquire, consolidate and apply fundamental and up-to-date knowledge of the law and market practice;
- initiative to establish, implement and complete projects;
- comfortable with IT and liaison on IT projects;
- personality to make an impact in the team, excellent communicator and comfortable with interacting with and presenting to colleagues at all levels;
- experience in requirements gathering, systems configuration and project/stakeholder management is desirable, with a preference for candidates who have performed these tasks as part of a professional services sector knowledge/information management team (ideally in a law firm);
- experience of configuring and supporting enterprise search tools and document management systems is desirable.

Devonshires Solicitors LLP is committed to providing equal opportunities in employment and to providing a workplace free from discrimination and harassment. As such all job applicants, employees, partners and third parties who come into contact with us, will receive equal treatment, regardless of age, disability, gender identity, marriage and civil partnership, trade union activities, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We welcome applications from groups where we are currently under-represented. For this reason we ask that all candidates complete the [recruitment monitoring survey](#) in complete confidence for statistical purposes in order that we can effectively monitor how well our Diversity procedures are working. To review our policies on Diversity & Inclusion and Dignity at Work please visit our recruitment pages at www.devonshires.com.