



## Solicitor

### *Real Estate & Projects 4 – 5 years' PQE*

#### **The Firm**

Devonshires has been based in the City of London for more than 150 years. From our offices on London Wall we provide legal services throughout England and Wales. We act for a broad range of clients, including private and public companies, developers, local authorities, funders and regulators but in particular we act for a significant number of charities and housing associations. We are a “full service” firm with specialists in Banking, Commercial/Corporate, Litigation, Housing, Employment, Projects & Property. Over the past few years we have grown significantly and now have over 240 employees.

#### **The Team**

Real Estate (and particularly real estate development) is at the heart of Devonshires' business, as it is with the major part of our client base. Within the Team, there are 6 dedicated partners working on a wide variety of property transactions with a broad range of clients from registered providers of social housing and care homes, through to private developers, acting on sites and developments from a handful of units to thousands.

#### **Job Purpose**

The role will specialise in site acquisition and development projects for our clients. The role will cover a full range of property related legal issues from giving advice on draft section 106 agreements, development agreements, conditional contracts and potential title problems through to legal completion.

An important part of the role is to provide direct support and assistance to a partner in the team, whilst also helping with the management and development of junior fee earners and contributing more widely to the team and its growth.

#### **Main Duties and Responsibilities of the Role**

- Responsible for the day to day running of files to include, but not limited, to:
  - structuring transactions with reference to SDLT and VAT
  - dealing with access rights;
  - drafting full reports on title;
  - section 106 agreements and planning;
  - highways and drainage (with paralegal support);
  - conditional contracts and option agreements;
  - development agreements;
  - nomination agreements (we will provide training if necessary);
  - S38, S104 and S278 adoption and highways agreements (with paralegal support);
  - Statutory utility easements, leases and transfers (with paralegal support); and
  - Drafting and negotiating leases and licenses
- To keep clients constantly updated with progress and meet their deadlines;
- Organise and maintain tidy and accurate files both in hard copy and electronically;
- To meet fee targets;

- To provide support and supervision to other fee earners across the team and to share knowledge as and when required;
- To follow department procedures, the Solicitors' accounts rules and the Firm's policies and procedures as detailed in the Office Manual, including LEXCEL;
- Undertake such duties and tasks that are appropriate for the role of Solicitor such as changes in information systems and new technology as may reasonably be required;
- To take on an active role and responsibility for training and developing fee earners.

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](mailto:legal.recruit@devonshires.co.uk) and also complete the diversity monitoring questionnaire which can be accessed by [clicking here](#).

## Person Specification

### Attributes and Skills Required

- You will have at least 4 years' PQE as a property solicitor with experience of site acquisition and development work;
- You will have a strong academic background, ideally gaining a 2:1 at degree level;
- You will enjoy client contact and have excellent communication skills, both written and verbal;
- Ability to prioritise workload to increase efficiency;
- You will be commercially aware, proactive and able to convey clear and concise information to clients and external organisations, which will not compromise the practice or the firm;
- A high attention to detail to produce work / documentation which is consistently of a high standard;
- To have a flexible approach to work to ensure client deadlines are always met and clients are communicated with on a consistent and regular basis;
- You will be happy to undertake work with minimal supervision;
- To be familiar with Word, Outlook and Internet applications;
- Familiarity with Registered Providers would be an advantage but is by no means necessary.

*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 re-assignment, 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](http://www.devonshires.com)*