



Licensed Conveyancer/Solicitor

3-6 Years PQE

Real Estate & Projects

We are looking to recruit a 3 years' PQE Licensed Conveyancer (residential) or Solicitor to join our Real Estate & Projects team based in our London office. Property is at the heart of Devonshires – and property work or work for property developers is the firm's largest area. More than 50 partners and fee-earners provide recognised expertise in both the commercial property and social housing fields for clients as disparate as developers, pension funds, private clients, public sector bodies and registered Social Landlords. We currently have over 240 staff and Partners.

Job Purpose:

Dealing with all aspects of Residential Conveyancing and plot sales including identifying Titles, carrying out Searches, applying for Official Copy Entries and Office Copy Documents, obtaining other items from Local Authorities, chasing for outstanding items, reporting on title, carrying out exchange and completion, carrying out pre-completion Land Registry Searches, dealing with all post-completion matters. You will be able to control and manage your own files with minimal supervision. You will help to ensure all deadlines and client expectations are met in line with the department's objectives.

An important part of the role is to help with the management and development of junior fee earners and contributing more widely to the team and its growth.

You will ensure quality standards are adhered to at all times.

Main Duties and Responsibilities:

This is not an exhaustive list and from time to time it may be necessary to vary these to meet the department and business needs.

1. In conjunction with the Head of Development Sales and/or other solicitors within the team, liaising with clients to obtain site specific documents, reviewing documents and agreements including sectional and planning agreements relating to the sites, reviewing and interpreting existing reports on title, the preparation of detailed contract packages for buyers' solicitors providing these with all relevant

transactional, title and planning documents, drafting outright sale and shared ownership leases (together with where required other equity release lease types) detailed replies to enquiries, local search results, new build warranty documents, insurance and service charge details, EPCs etc, producing memorandums of information;

2. Helping with the drafting, preparing and setting up of site documentation in conjunction with the team, including reviewing the acquisition reports on title and drafting the required leases (shared ownership and outright sale) and transfers of part and putting together full sales packs ready for the teams paralegals to issue to purchasers solicitors, as and when instructions are received from clients to for scheme disposals;
3. Assisting the team in dealing with enquiries raised day to day where required;
4. As and when necessary dealing with exchange, completion and post-completion matters, billing and communicating with the client and the buyers' solicitors;
5. Responsible for assisting with the day to day supervision of the paralegals and trainees within the Development Sales team, ensuring they are delivering a quality service and meeting client expectations;
6. To keep clients constantly updated with progress and meet their deadlines;
7. Organise and maintain tidy and accurate files both in hard copy and electronically;
8. To meet fee targets;
9. To provide support and supervision to other fee earners across the team and to share knowledge as and when required;
10. To follow department procedures, the Solicitors' accounts rules and the Firm's policies and procedures as detailed in the Office Manual, including LEXCEL;
11. 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;
12. To take on an active role and responsibility for training and developing fee earners.

Person Specification

	ESSENTIAL	DESIRABLE
Education & Qualifications:	A minimum of 3 years Residential Conveyancing experience Licensed Conveyancer / Solicitor Qualification /	2:1 degree or equivalent in Law (or appropriate conversion)
Legal attributes:	Excellent drafting and research skills	
Knowledge:	Competent in all MS applications, to include Word, Excel and Outlook	Knowledge of DMS (Document Management System)
Skills:	<p>Good communication skills at all levels with the ability to communicate in “plain English”</p> <p>Must be client focussed and have an approachable manner with good communication skills/telephone manner</p> <p>Have a methodical approach, with excellent attention to detail and the ability to communicate clearly and confidently at all levels</p> <p>Possess a strong customer service ethic with the ability to empathise with clients</p> <p>Excellent administration skills</p> <p>Very well organised and focussed on outcomes</p>	
Personal attributes:	<p>Good time management skills and able to prioritise a heavy and demanding workload</p> <p>Able to work with limited supervision</p> <p>Able to work under pressure and to tight deadlines</p> <p>A supportive team player and willing to assist others</p> <p>Self-motivated, enthusiastic, tenacious and approachable</p> <p>Assertive and confident with dealing with people at all levels</p> <p>Calm and professional at all times</p> <p>Punctual, reliable and flexible. Willing to assist colleagues in the team and other departments when needed</p>	

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, 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.