



## Solicitor - 3-5 year PQE- *Real Estate & Projects*

### **The Firm**

Devonshires is a forward thinking firm which has been based in the City of London for more than 150 years. From our offices in London, Leeds and Colchester 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, Real Estate and Projects. Over the past few years we have grown significantly and now have over 250 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 8 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 to portfolio and street property acquisitions and disposals.

The role will require flexibility and the ability to successfully prioritise competing demands.

### **Job purpose**

We are looking for someone who has strong analytical skills, excellent attention to detail combined with significant experience in managing their own caseload. The role will specialise in a number of key areas in the residential Sector working mainly on behalf of housing associations and charities as well as some private client work:

- sales and purchases of ‘street’ properties for a number of key clients;
- lease extensions (acting for both landlord and tenant) (both statutory and voluntary agreements);
- assisting in tenanted portfolio sales and purchases; and
- some privates sales and purchases; as well as anything else within the ‘residential sector’.

The role will include working with existing fee earners but also with an expectation that the successful candidate will have strong experience in some, if not all, of the above areas. There will also be lots of opportunities to work and learn from others within the department.

The role will require flexibility, the ability to successfully prioritise competing demands and some experience of supervision of other fee earners.

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

- Street property acquisition and sales;
- Auction disposals;
- Transfers of small parcels of land;

- Lease extensions (residential) both statutory and voluntary (landlord and tenant);
- Deeds of variation to leases and transfers
- Drafting full Reports on title;
- Reporting on key documents;
- Reviewing and reporting on titles for portfolio acquisitions; and
- Land transfers (TR1 and TP1);
- Occasionally dealing with deeds of easements and sectional agreements;
- Provide clients with monthly invoices and progress reports as and when required;
- Efficiently manage a large number of deadlines relating to a variety of cases at any one time;
- Organise and maintain tidy and accurate files both in hard copy and electronically;
- Provide support to the other fee earners within the team as and when required;
- Follow department procedures, the Solicitor's Accounts Rules and the Firm's policies and procedures as detailed in the Office Manual

The successful candidate will gain excellent exposure to a broad range of Property work predominantly in the residential sector.

### Person Specification

#### Attributes and Skills Required

- Strong academic background, ideally gaining a 2:1 at degree level;
- Good experience in dealing with a residential conveyancing case load
- Excellent administration and organisation skills;
- Must have a methodical approach, with a high attention to detail and produce work / documentation which is consistently of a high standard;
- Must be client focused, an approachable manner with excellent communication skills;
- Able to work with limited supervision with the ability to prioritise work;
- Some experience of supervising other members of staff
- Commercially aware, proactive and able to convey clear and concise information to clients;
- 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;
- Familiarity working with Housing Associations would be an advantage but is by no means necessary.

*Devonshires 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)*