



## Solicitor – 0 to 2 years PQE

### *Housing Management & Property Litigation*

### *(Leeds Office)*

#### **The Department:**

Our Housing Management & Property Litigation team act for over 100 Registered Providers (RPs), local authorities and private landlords across England and Wales advising on all aspects of Housing Management and Property Litigation advice. We believe that effective housing management is key to our clients' performance as social landlords.

#### **Job Purpose:**

We are looking to recruit a solicitor in our Leeds office to manage their own caseload which will comprise a mixture of housing and leasehold management and property litigation including injunctions, possession claims, disrepair, service charge disputes, cases before the FTT and non-contentious matters such as policy advice and drafting tenancy agreements.

The successful candidate will display strong technical ability and case management skills, will enjoy working independently and be able to demonstrate a flair for nurturing client relationships along with enthusiasm, drive and a commercial approach.

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

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.

- Responsible for the day to day running of a caseload;
- Supporting the partners on large and more complex matters as well as generating a caseload of your own;
- Interact directly with clients, manage their expectations and meet their deadlines;
- Assist in the supervision of junior staff;
- Efficiently manage a large number of deadlines relating to a variety of cases at any one time;
- To be interested and involved in marketing and business development in a client focused manner;
- To prepare and present training to clients on law and housing management and/or property litigation related topics.

## Person Specification

### Essential skills

- 0 – 2 years' experience in the housing and/or leasehold management field;
- Strong academic background with 2:1 at degree level (or equivalent);
- Admitted to practice as a Solicitor in England & Wales;
- Knowledge of running own files and case load;
- IT literate to include Word, Excel, Outlook and Internet applications;
- Ability to prioritise workload;
- Ability to undertake caseloads with minimal supervision;
- Ability to demonstrate commercial awareness and pro-activity;
- Excellent communication skills, both written and verbal and the ability to convey clear and concise information;
- Highly focussed attention to detail;
- Resilient and focussed;
- Determination to achieve positive outcomes.

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](#).

*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](http://www.devonshires.com)*