



## Solicitor/Legal Executive/Licensed Conveyancer Development Sales

### **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 240 employees.

### **The Team**

Our Development Sales team deals with the disposal of a large number of properties including new build outright sales, shared ownership sales, stair-casing and re-sales for our clients.

Our major clients, housing associations, (Registered Providers) are significantly expanding their new build outright sales activity in response to Government policy changes and many of our clients are now embarking upon ambitious development and sales programmes across the country.

### **Job Purpose**

Reporting to the Head of Residential, the successful candidate will play a key role in assisting with the growth of our existing team boosting expertise and growing our market share. We are investing in order to meet and ideally exceed our clients’ demands as they become the biggest house-builders in the market.

- Working with the Head of Development Sales, and the other solicitor in the team to ensure that all deadlines and client expectations are met and that quality standards are always maintained.
- Assist the Head of Residential with the day to day supervision of paralegals and trainees within the team, ensuring that all understand the requirements of their role, processes, deadlines, regulatory requirements and client expectations.
- Interacting with clients, developing and maintaining client relationships.
- Working alongside the Partners in the Real Estate and Projects Team in providing a holistic property service.

### **Main Duties and Responsibilities**

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

Main responsibilities include:

- In conjunction with the Head of Residential and/or other solicitor within the team, dealing 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 for scheme disposals.
- Dealing with reviewing staircasing transactions and drafting the relevant transfers.
- Assisting the team in dealing with enquiries raised day to day where required.
- 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.
- Providing the team and the clients with progress reports as and when required.
- Dealing with lease extensions, right to buy/right to acquire matters, residential sales and purchases.
- Keeping tidy and accurate files both in hard copy and electronically and ensuring the teams files are LEXCEL compliant.
- Meeting deadlines that will be set from time to time both internally and by the client.
- To contribute towards meeting the teams overall fee targets.
- To provide support to other fee earners across the firm in the relation to the Development Sales process and to share knowledge as and when required.
- To take on an active role and responsibility for training and developing the paralegals.
- To follow departmental procedures, the Solicitors' accounts rules and the Firm's policies and procedures as detailed in the Staff Manual, including LEXCEL.

### **Person Specification**

Attributes and Skills Required:

- Strong academic background, ideally gaining a 2:1 at degree level.
- At least two year's PQE as a solicitor, CILEx Lawyer or Licensed Conveyancer
- Minimum 12 months continuous experience in a similar role and possess solid drafting skills.
- Excellent administration and organisation skills, including diary management and the ability to deal with more than one task at a time.
- Must have a methodical approach, with a high attention to detail and produce work / documentation which is consistently of a high standard.

- Competent in all MS applications including Word, Excel and Outlook.
- Must be client focussed and have an approachable manner with excellent communication skills both written and verbal.
- Able to work with limited supervision with the ability to prioritise workload to increase efficiency.
- 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.
- 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 with Registered Providers would be an advantage but is by no means necessary.
- Experience of supervising a team of paralegals is desirable but not required.

*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 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)*