L&Q Group

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| **Role title** | Solicitor  | **Date** | 15/12/2020 |
| **Reports to Title** | Legal Manager - Property  | **Version** | 3 |
| **DBS Disclosure Required:****No** |
| **Responsibility for End Results** |
| To support the Legal Manager - Property in providing an excellent customer focused and professional conveyancing and general property service to internal clients, ensuring all legal obligations are met. |
| **Key Responsibilities / Deliverables:** |
| **Main Accountabilities:** List in order of priority, the major activities or functions necessary to achieve the job’s end results. The percentage of time spent on each of these should add up to 100%.  | ***Time******(%)*** |
| Handling a mixed caseload in relation to a wide range of property and conveyancing and other legal work, including but not limited to advice on a range of general property law and development issues, assistance on planning matters, advice on land contracts and leases, dealing with intra-group transfers, Landlord and Tenant and commercial property work, and providing training and support  | 30 |
| Handling a mixed caseload in relation to a wide range of commercial contract and construction work, including but not limited to advice on a range of general commercial issues, advice on contracts and warranties, dealing with energy, infrastructure and utility agreements, drafting agency, management and service level agreements and providing training and support  | 30 |
| Liaise with the relevant internal departments, particularly L&Q’s Development and Sales and Development Finance teams in relation to new schemes, project delivery, handover and also ad hoc queries to help minimise financial or legal risks including but not exclusively in connection with intragroup transfers and group tax strategy, and, where appropriate, assist in management and monitoring of the handling of matters with external lawyers | 40 |
| Horizon-scan the policy and legal landscape and advise on emerging legislative developments and trends |  |
| Maintain confidentiality and observe data protection and associated guidelines where appropriate. | NA |

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| **Financial Responsibility:** Enter below any revenue, operating or capital budgets for which the role is accountable. |
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| **People Responsibility:** Indicate below the number of employees for which the role has supervisory / management responsibility. If the number varies, indicate an average or a range.  |
|  | ***Direct Reports*** | ***Indirect Reports*** |
| **Total** **Employees** | 0 | 0 |
| Please list below any outsourced service providers that are managed by the role (e.g. payroll), or any functional / project management responsibilities |

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| **Knowledge, Skills and Abilities** |
| Describe the knowledge, skills and abilities required for the job. Include the need for any academic, vocational or professional qualifications.  |
| Sector/specialist knowledge & experience: Demonstrable experience of dealing with conveyancing and property law matters, commercial contracts and energy arrangements. Ability to acquire and develop skills quickly as necessary. Undertake research, work closely with and support the Legal Manager – Property in the administration of their case load. |
| Finance & commercial experience: Appreciate the financial ramifications and consequences of matters which the legal team provide advice on. Have an ability to meet targets and deadlines including open matters and work in progress. |
| Communication & influencing skills: Ability to inspire confidence in colleagues. Stakeholder management skills. |
| Organisation & planning skills: High level of organisation skills and the ability to prioritise workload appropriately. Ability to complete timesheets and maintain up to date work records as necessary to assist in maintaining appropriate statistics and management information. |
| Academic & professional qualifications: Qualified as a solicitor in England & Wales. |
| IT knowledge & skills: Ability to use Microsoft Office packages, including Word and Excel.  |
| **L&Q Success Factors/Competencies**  |
| Define the specific behaviour that lead to achieving great performance in the organisation. |
| **Customer Focus** - Commits to achieving the best possible outcome for internal and external customers after understanding their needs and expectations. Values the importance of providing high quality customer service in achieving organisational objectives. |
| **Drive for Results** - Pursues work with energy and drive to achieve objectives even in the face of setbacks and problems. Effectively manages their workload, setting priorities and determining resource requirements to deliver work on time. |
| **Communicating and Influencing** - Clearly conveys ideas and information effectively both verbally and in writing adapting their style and content to the situation and audience. Uses a variety of techniques to persuade and convince others to support an idea or agenda. |
| **Strategic Thinking** - Identifies opportunities for advancing the organisation’s mission while maintaining an awareness of L&Q’s business areas. Demonstrates financial awareness and a concern for cost effectiveness. Is flexible in their approach and questions conventional approaches. |
| **Solution Focused** - Makes well informed, effective and timely decisions considering the broader impact of these. Generates an array of ideas and solutions to overcome problems and difficulties. |
| **Collaboration** - Builds and maintains effective working relationships with colleagues and stakeholders in order to achieve organisational objectives. Embraces diversity by recognising others skills and perspectives and celebrates individual and team successes. |
| **Knowledge Management** - Displays ongoing commitment to their learning and keeps up to date with developments in their area of expertise. Modifies their behaviour based on experiences and constructive feedback from others. |
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