Job Description:

Solicitor

Reporting to: Head of Team

Department: Commercial Property

Location: Brentwood

Responsible for: No direct reports

Special Requirements: This post is office based but will involve out of office activity and travel from time to time.

Access to a vehicle may provide additional flexibility within the role. Flexibility of working hours will be required to meet client needs.

Main Purpose of the Role

Provide a quality, tailored and supportive legal service to a range of clients.

Assist current clients with their specific needs in Commercial Property.

Assist Senior Lawyers with their caseload and develop own portfolio of clients.

Main Responsibilities

Generic

Responsible for managing a mixed caseload of client matters subject to appropriate supervision.

Providing clients with high quality, proactive legal advice, which meets client needs.

Achieving the firm's fee targets and assisting and enabling others in the team to do so. Managing own time effectively to facilitate cash flow and credit-management systems, such as time recording, lock-up, cash flow, profitability and billing.

Delivering legal services in a manner which is cost-efficient for both the client and the firm. Using technology to enhance performance.

Enhancing the firm's reputation and position within the community by developing a professional reputation, participating in professional and community activities to support the firm.

Contributing to the firm's general marketing initiatives by participating in firm's marketing events including networking, seminars and writing marketing material.

Commercial Property Services

Specifically in the area of commercial property services, advice and support might include:

- Preparing leases, sub leases, lease extensions and renewals, surrenders, licences, notices and other landlord and tenant documentation and generally advising on landlord and tenant issues including 1954 Act notices.
- Advising on the acquisition and disposal of land (including agricultural land) and property including drafting contracts, lock out agreements, options and conditional contracts and overage agreements and general planning advice.
- Advising on refinancing and loan documentation (including loan facility arrangements for private lenders) and sales and leasebacks of commercial property.
- Advising clients on the wider implications of any transactions or advice, having sought advice from senior team members.

Supporting the senior members of the team in their caseloads, including running their cases during periods of absence and carrying out functions on their cases.

Keeping up to date with developments in Commercial Property law.

Advising on business asset sales and purchases (including liaising with employment team).

Undertaking any other reasonable duties from time to time allocated to the role.

Person Specification	Essential/ Desirable	Definition
Relevant or equivalent legal role	Essential	Is passionate and enthusiastic about their area of specialism. Delivers high quality legal services on own initiative. Proven track record in delivering Commercial Property work and a wide range of experience. Holds a Law degree, has completed the LPC and a 2 year training contract or holds a qualifying degree, has completed the GDL 1 year conversion course, the LPC and a 2 year training contract.
Customer service and community focus	Essential	Demonstrates passion for and delivers a high level of client service including responsiveness and accessibility. Innovative, positive and client-focused attitude. Appreciates their role within the local community and makes a positive contribution to the Firm's Corporate and Social responsibility. Clear ability to build personal relationships with clients to become the trusted adviser.
Standards	Essential	Sets and strives for high standards throughout their work. Demonstrates integrity, shares knowledge, supports and promotes colleagues. Maintains continued professional development.
Planning and Organising	Essential	Manages own time effectively, is organised and prioritises work efficiently. Adheres to the firm's procedures for file management and reporting. Monitors and maintains quality and productivity of work.

Person Specification	Essential/ Desirable	Definition
		Works effectively and efficiently without supervision. Works independently, as a member of a designated team and as part of the firm.
Equality and Diversity	Essential	Is aware of client needs. Respects others cultural viewpoints and perspectives, is constructive and understanding. Demonstrates empathy and is respectful. Demonstrates an awareness of pertinent cultural issues both within the firm and the wider environment.
Working with others	Essential	Establishes positive professional and effective relationships. Delegates appropriately and effectively. Experience of negotiating, facilitating and influencing others to achieve desired outcomes. Acting calmly in a crisis, tactful, determined, quick-thinking, but methodical and consistent.
Commercial awareness	Essential	Can demonstrate strong commercial awareness and acumen. Attains challenging financial targets.
Technology	Essential	Computer and web literate and other new media, strong ICT skills. Uses technology and other resources available to achieve objectives.
Presenting and communicating information	Essential	Communicates effectively and appropriately. Strong oral, written and presentation skills.
Innovation	Essential	Uses initiative to seek out suitable technical solutions. Handles problems in an innovative way.
Research	Essential	Demonstrates excellent research skills and an attention to detail.

Person Specification	Essential/ Desirable	Definition
Business Development and Marketing	Desirable/ Essential	Is able to undertake (or relishes) marketing opportunities including networking, writing articles, and giving presentations.