

Job description

1. Job details

Job title:	Solicitor
Job grade:	Grade 3
Directorate:	Corporate Strategy and Assurance
Responsible to:	Principal Solicitor

2. Job purpose

The Solicitor will be responsible for ensuring that timely, accurate and efficient legal advice is given across believe housing and its subsidiaries.

3. Main duties and responsibilities

Specific objectives will be determined by our Corporate Plan objectives/key projects and agreed through review procedures. The main duties will include:

- Direct line management responsibility for a Paralegal and supporting the Principal Solicitor in their role as training principal for the Trainee Solicitor.
- Providing advice, support, and case management (including managing own caseload) on all legal matters affecting believe housing, including the associated general advice given in the normal course of a lawyer to client relationship to all employees, including up to Executive Management Team and Directors.
- Drafting, negotiating and settling commercial, non-commercial and procurement arrangements with third parties to achieve organisation objectives.
- Making key decisions which impact on the organisation in relation to legal positions, including highlighting and managing reputational and financial risks.
- Dealing directly with all parties involved in enforcement proceedings.

- Managing your own complex and busy workload to ensure that statutory and business timescales are always met.
- Ensuring that the organisation complies with all relevant law by being responsible and accountable for advice, support, case management and legal representation in respect of:
 - i. Housing management advice and litigation;
 - ii. Procurement and contract advice across those areas a private registered provider of social housing could be expected to be involved;
 - iii. Development advice to support the organisation's 'More Homes, Better Places' Development Strategy;
 - iv. Advising on commercial contracts;
 - v. Property services - including sales, acquisitions, lease and other property interests; and
 - vi. Representing the organisation at court, tribunals, and inquiries etc. as appropriate.
- Supporting the Principal Solicitor in ensuring any information legislation is accurately reflected, monitored, reviewed and communicated appropriately within the organisation's policies, procedures and plans etc.
- Preparing and where appropriate delivering training and periodic updates, as they impact across the organisation, to all levels of staff and if necessary key internal and external stakeholders.
- Taking a lead for the organisation in relation to consumer credit compliance wherever necessary.
- Deputising for the Principal Solicitor as required from time to time.
- Undertaking research and development activities to inform service and quality improvement, ensuring the legal services function remains current and offers best practice in the sector.
- Complying with the organisation's policies and procedures.
- Your duties may vary from time to time within the broad remit of your role and grade. You are required to undertake any such reasonable and appropriate duties.

4. Health and safety responsibilities

Manage health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy.

Person specification

	Essential	Desirable	Method of assessment
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Qualifications	Fully qualified solicitor, barrister or chartered legal executive.		<ul style="list-style-type: none"> • Application form • Selection process • Pre-employment check
Experience	<p>Experience of acting as a solicitor, barrister or chartered legal executive</p> <p>Experience of successfully managing projects.</p>	<p>Experience in a similar organisation that is subject to regulation.</p> <p>Experience in some of the following areas of law: housing, development, procurement, contract, property.</p> <p>Experience of managing a housing caseload.</p> <p>Experience of dealing with funding obligations.</p>	<ul style="list-style-type: none"> • Application form • Selection process
Special knowledge	<p>Excellent written skills to a wide range of recipients including Executive Management Team/Board/Courts.</p> <p>Excellent communication skills to explain complex legislation to individuals, groups and training sessions; providing rational explanation of legal</p>	<p>Knowledge of the current issues and legislation facing the social housing sector.</p> <p>Knowledge of the current regulatory framework in</p>	<ul style="list-style-type: none"> • Application form • Selection process

	<p>issues and evidence to courts and tribunals.</p> <p>Able to engage effectively with clients and stakeholders – at all levels, up to and including Executive Management Team/Board and in Courts/Tribunals</p> <p>Able to work flexibly and successfully on own initiative and as part of a team.</p> <p>Able to negotiate, influence and persuade individuals or groups to ensure believe housing achieves the best possible outcome e.g. obtaining favourable court orders and/or negotiated contract terms.</p> <p>Able to analyse complex information and summarise it to clients with options and recommendations.</p> <p>Ability to plan ahead and provide timely advice and decisions.</p> <p>Committed to continuing professional and personal development.</p> <p>Excellent working knowledge of Microsoft office products</p>	<p>the social housing sector.</p>	
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Values	Do the right thing: for our people; for our customers; for our business		<ul style="list-style-type: none">• Application form• Selection process
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