

## **Job Description**

<b>JOB TITLE:</b>	Solicitor
<b>GRADE:</b>	Grade 3
<b>REPORTING TO:</b>	Legal Manager
<b>RESONSIBLE FOR:</b>	Line management of Paralegal

### **ROLE SUMMARY**

The Solicitor will, in conjunction with the Legal Manager, be responsible for ensuring that timely, accurate and efficient legal advice is given across believe housing.

### **MAIN DUTIES AND RESPONSIBILITIES**

The points below are a summary of your main duties and responsibilities:

- 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 colleagues including the Chief Executive, Executive Management Team, Directors and Assistant Directors.
- Drafting, negotiating and settling commercial, non-commercial and procurement arrangements with third parties to achieve business objectives.
- Making key decisions which impact on believe housing in relation to legal positions, including highlighting and managing reputational and financial risks.
- Dealing directly with all parties involved in enforcement proceedings.
- Managing a complex and busy workload to ensure that statutory and business timescales are always met.
- Ensuring that believe housing 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, ensuring the interests of believe housing are protected wherever required,
  - ii. Contract advice across the areas a private registered provider of social housing could be expected to be involved,
  - iii. Housing development advice in relation to believe housing's commitment to building new homes,

- iv. Giving advice in respect of contract arrangements relating to development and other commercial contracts ranging in value from hundreds to several million pounds,
  - v. Property services - including sales, acquisitions, lease and other property interests, and
  - vi. Representing believe housing at court, tribunals, and inquiries etc as appropriate.
- Supporting the Legal Manager in ensuring any information legislation (Environmental Information Regulations and Data Protection Act) is accurately reflected, monitored, reviewed and communicated appropriately within believe housings policies, procedures and plans etc.
  - Instructing and supervising Recovery and Arrears Specialists in relation to their conduct of litigation for income recovery.
  - Providing advice, training and support to believe housing colleagues delivering legal services including the supervision of placement/graduate students.
  - Preparing and where appropriate delivering training and periodic updates, as they impact across believe housing, to all levels of colleagues and if necessary, key internal and external stakeholders.
  - Assisting the Legal Manager to ensure that appropriate liaison and monitoring of outsourced legal services contracts is undertaken.
  - Taking a lead for believe housing in relation to consumer credit compliance wherever necessary.
  - Deputising for the Legal Manager 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.
  - Managing health and safety issues in your area of responsibility in line with the relevant section(s) of the relevant Health and Safety Policy
  - Complying with business confidentiality and information security policies, in line with GDPR and relevant legislation. Understand and take action to protect the companies systems from a cyber security threat or attack and report any cyber security incident to the Technology team as soon as possible.
  - Live believe housing's values and behaviours, doing the right thing for our customers, our business, and our people.
  - To deliver financially viable and economically effective services, seeking to gain maximum benefit from the use of resources and increasing social value.



No role profile can be entirely comprehensive, the post holder will be required to undertake additional duties from time to time, in line with the above responsibilities, as required by the Legal Manager.

## Person Specification

### **Experience, Skills and Qualifications**

- Fully qualified solicitor, barrister or chartered legal executive.
- Experience of acting as a solicitor, barrister or chartered legal executive in a similar organisation that is subject to regulation.
- Significant experience in housing, contract or property law.
- Experience of successfully leading and managing projects.
- Preferably with experience of managing a housing caseload and dealing with funding obligations.
- Excellent written skills ranging from reports on complex legal issues to EMT/Board and drafting statements of case and draft orders in claims to responding to internal and external customers by e-mail.
- Excellent communication skills to explain complex legislation to individuals in meetings and training sessions; providing rational explanation of legal issues and evidence to judges and tribunals.
- Able to engage effectively with clients and stakeholders – at all levels, up to and including EMT/Board and in Courts/Tribunals.
- Able to work flexibly and successfully on own initiative and as part of a team.
- 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.
- Able to analyse complex information and summarise it to clients with options and recommendations.
- Ability to plan ahead and provide timely advice and decisions.
- Committed to continuing professional and personal development.
- Excellent working knowledge of Microsoft office products.
- Preferably with knowledge of the current issues and legislation facing the social housing sector and the current regulatory framework in the social housing sector.