



Head of Commercial Property

Department: Commercial Property
Responsible to: Real Estate board member

Our specialist team of commercial property lawyers has a common sense, no-nonsense approach to getting results. We know commercial property transactions and the property market in London and Kent and believe there is a solution to every problem.

We act for the SME sector which include fast-growing entrepreneurial businesses, high street businesses, the hospitality market, GP and dental practices, pharmacies, manufacturing and family businesses and professional services firms. We also act for SME developers, portfolio Landlords, institutional and private investors, charities, lenders, and landowners and businesses with substantial portfolios. We have the capacity to handle substantial workloads and work to tight deadlines.

Client service is at the heart of our Business as is developing and expanding an already successful team.

Required knowledge and experience

The successful candidate will have at least 10 years PQE and be currently specialising in commercial property. They will have experience of land development, landlord and tenant transactions, lease renewals, purchase and sale of businesses and investment properties, general commercial conveyancing and real estate finance.

We expect the successful candidate to have good team working and collaborative skills and leadership experience. We expect to see client care at the centre and for our lawyers to have a commercial approach to their work.

Role

As a head of department, leader and integral part of our specialist commercial property team, this is a fee earning role requiring high standards of accuracy and efficiency with confident delivery of day to day commercial requirements. The ability to handle transactional and advisory work is a must as is the ability to develop existing and new client relationships.

The department is growing and is an integral part of the future plans for Thackray Williams. As such there will be a requirement to assist in business development and marketing of the firm (both face to face and using social media in line with the contents of the business and departmental plans) and an enthusiasm to drive the department.

The ideal candidate will have already developed ongoing relationships with third party referrers. Having a collegiate and collaborative approach to the team and the wider firm is also important.

Bromley

London

Sevenoaks

West Wickham



Main Responsibilities

1. Business Development & Marketing

- Work with the Head of Practice Group to identify potential new lines of business or clients for the Department.
- Ensure the BD and Marketing Coordinator follows up on potential new business and reports on the results.
- Assist in marketing activities and maintain professional relationships with referrers and clients.
- Identify and attend appropriate networking opportunities.
- Promote the firm's core values and branding.
- Responsible for the marketing budget of the department, ensuring compliance.

2. Strategic Planning & Financial Management

- Preparation of a strategic plan for the department and leading the implementation.
- Driving growth of the income in the team.
- Responsible for the financial hygiene of the department (profitability, WIP, unpaid bills, and unbilled disbursements) and ensuring compliance with the acceptable levels as defined from time to time by the Board.
- Monthly reporting of financial performance to the Head of Practice Group.

3. Client Service

- Ensuring the delivery of quality work for clients, both technical and non-technical.
- Responsible for dealing with client complaints per the firm's Complaints Procedure.
- Process instructions according to good practice, the firm's quality systems, and risk management procedures.
- Work cross-departmentally and promote cross-referrals within the firm.

4. Risk & Compliance

- Leading risk and compliance monitoring for the department.
- Ensure development and upkeep of systems, processes, and procedures for efficiency and risk reduction.
- Responsible for undertaking regular file reviews or ensuring they are completed.
- Embrace change and set an example for staff.



5. Leadership & Team Management

- Lead the team and support team members.
- Involve support staff effectively.
- Monitor wellbeing and workloads within the department.
- Monitor and approve annual leave and You Day absences to maintain service levels.
- Involved in hiring non-Partner lateral recruits.
- Carry out annual appraisals and regular welfare meetings.
- Ensure anchor days are observed and coordinated for training and practice development.
- Promote knowledge sharing at team, departmental, and firm levels.

6. Learning & Professional Development

- Comply with the SRA's Continuing Competence Statement.
- Identify specific training needs and attend appropriate formal/informal training.
- Encourage and participate in ongoing learning and development.

Person Specification

- A minimum of 10 years PQE
- Must be working in, or have significant experience of Commercial Property
- Self-sufficient and able to work with minimum supervision
- Ability to relate to clients at all levels and demonstrate excellent levels of client care
- Good team player with collegiate and collaborative approach
- Excellent communication skills
- Ability to forge and develop business relationships with an enthusiasm for networking and business development face to face and using social media
- The ideal candidate will have already developed ongoing relationships with third party referrers.
- Commercial acumen and appreciation of financial fundamentals
- Genuine desire to be involved in the future growth plans for the firm
- Leadership skills
- Enthusiasm to grow the team and income for the department

Core Competencies

The firm has a comprehensive set of core competencies that represent the behaviours we require from all staff within the firm. Incorporated within this framework are our core values of:

- Honesty and integrity
- Open to change
- Pursuit of excellence
- Support of others