



## Leasehold Enfranchisement Solicitor/ Licensed Conveyancer /Legal Executive

Department	Leasehold Enfranchisement
Responsible to	Head of Leasehold Enfranchisement

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### Role

To be responsible for managing a caseload of lease extensions, management enquiries, lease variations, and consents and notices with the aim of eventually taking on statutory lease extension and enfranchisement work. To manage transactions and lease extension projects pro-actively while ensuring exceptional levels of client care.

As part of our leasehold enfranchisement team this is a fee earning role requiring high standards of accuracy and efficiency. The department is well established and is an integral part of the future plans for Thackray Williams. As such there will be a requirement to develop existing relationships with clients and external sources such as estate agents whilst contributing towards to the successful development of the department in line with the business plan.

Having a collegiate and collaborative approach to the team and the wider firm is also important.

### Required knowledge and experience

The role is intended for a newly qualified lawyer or someone with support staff experience seeking to step into a fee earning caseload and learn the ropes of leasehold enfranchisement. A background in property law is preferred, but an interest in the field of law, and a willingness to learn and practise in this technical and niche area is essential.

The candidate will work alongside the solicitors in the team and build their initial caseload by taking on projects to extend leases in freehold-owned blocks alongside non-statutory lease extensions and freehold management work (replies to enquiries, deeds of covenant and licences). The ideal candidate will get to grips with this work and develop their caseload before beginning to take on more complex work including statutory claims.

We expect the successful candidate to be keen to learn and expend their skills, and to take a pro-active approach in obtaining the necessary experience to run a caseload in this field. We expect to see client care at the centre and for our lawyers to have a commercial approach to their work.

### Responsibilities

- Process instructions in accordance with established procedures of both good practice and the firm's case management system
- Deliver strong client service through effective communication with clients and pro-active management of cases

Bromley

London

Sevenoaks

West Wickham



- Assist in marketing activities and maintain appropriate professional relationships with referrers, etc
- Effect financial controls with particular regard to accurate preparation of completion statements and bills and the effective collection of monies on account
- Ensure confidentiality and security of all firm and client documentation and information
- Adhere to firm and SRA risk and compliance practices
- Supervise the work of any support staff reporting to him/her
- Promote and support the firm's core values and branding
- Assist in the development and marketing of the firm in line with the contents of the business and departmental plans
- To provide a profitable contribution to the work of the department, meeting and exceeding billing targets
- Promote and support the firm's core values and branding.

### **Person Specification**

- Solicitor, Licensed Conveyancer, Legal Executive or Paralegal with some experience in residential property
- Experience of working with case management systems
- Excellent organisational skills
- Confident and approachable manner
- 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
- Genuine desire to be involved in the future growth plans for the firm
- Must be able to evidence that they meet or exceed our Core Competencies which will be provided to candidates if they are successfully selected for interview.

### **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

The core values are central to the ethics of our firm and must be displayed to the highest level at all times. The individual core competencies aligned to this role are those are;



- Fostering Teamwork
- Motivational Support
- File Management
- Building Rapport
- Professional Development
- Business Perspective
- Expanding the Business
- Organising and Prioritising

The successful candidate will be expected to evidence that they meet these core competencies during the interview process.

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