

## Job Description – Slade Legal

<b>Job Title:</b>	Residential Conveyancer (Qualified Solicitor / CILEx)
<b>Pqe:</b>	Minimum (ideal) 2 years+ in relevant work type. Any PQE indicated in this job description is intended for guidance only and does not preclude applications from those with more or less PQE.
<b>Department:</b>	Residential Conveyancing
<b>Reports to:</b>	Head of Didcot branch
<b>Branch:</b>	Didcot (Oxfordshire)
<b>Salary:</b>	Market rate + access to bonus scheme  3% employer pension contributions / 5% employee contributions (automatic enrolment for employees aged 22 and over). 25 days holiday + usual bank holidays pro-rated to contracted hours if not full time.
<b>Hours:</b>	Full time / Monday – Friday (Slade Legal standard hours 35 per week)
<b>Start date:</b>	To be agreed

### Work Types Residential Conveyancing:

Residential Conveyancing work including handling residential property transactions from initial client contact through to completion via our Completions team.

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## Slade Legal

Slade Legal is a highly regarded, well established legal practice based in Oxfordshire. We are a multi-disciplinary firm with a thriving Residential Conveyancing department providing a broad range of services.

We have a market leading Conveyancing department, with three established Conveyancing teams based at different branches, which are overseen by experienced lawyers and supported by dedicated experienced Conveyancing staff.

The exchanges and completions team is centrally based at Abingdon and is overseen by the Head of Residential Conveyancing.

We offer a friendly, hard working environment and pride ourselves on recognising and rewarding good performance.

We currently have an exciting opening for a talented, experienced fee earner to join our Residential Conveyancing team at Didcot. They will be expected to manage a varied caseload and will have the benefit of excellent in-house support and a collaborative team mentality.

## **The Role**

### **Residential Conveyancing**

To provide professional Residential Conveyancing services and assist with all aspects of such work.

The successful candidate will be a qualified Conveyancing lawyer with a sound knowledge and evidence of running transactions from instruction to completion as well as post completion. They will be able to demonstrate detailed knowledge and technical expertise in dealing with a broad spectrum of Residential Conveyancing work.

Overall, the role reports to the head of Didcot based in Didcot. On a day-to-day basis, the appointed person will receive local supervision from the same person. The hire is part of the firm's succession planning. With excellent long-term career development potential, the initial objective is to support and then build upon well regarded current solicitor's work. Once familiar with our internal systems and procedures, the successful candidate will be encouraged to work with relative autonomy.

We value our staff and offer a comfortable, sustainable work environment and this role will suit an experienced residential conveyancer looking to move to a firm where work life balance is a priority.

### **The candidate**

If your specialism is in residential conveyancing and you are looking to develop your skills and knowledge, we want to hear from you. The successful candidate may be either a fully qualified solicitor, FILEX or licensed conveyancer lawyer with at least two year's recent experience in high street residential conveyancing work.

They should demonstrate a detailed knowledge of residential conveyancing work, good technical proficiency, strong attention to detail. Candidates must be able to handle a varied caseload from start to finish, regularly doing 15 – 20 files a month. Good experience of leaseholds, new build experience and shared ownership.

Applicants will have a professional approach and be client driven. They will have recent case management experience and demonstrate a strong compliance ethic for internal procedures.

They will be commercially driven and help develop the professional profile of the Didcot office by implementing agreed initiatives and creating strong links within the local business community to win new work whilst growing the client base. They will work closely with the head of branch and the marketing manager to achieve this.

The appointed person will carry their own caseload with relative autonomy. Fee targets and related bonus scheme apply.

Applicants must be self-motivated, reliable and demonstrate a professional and conscientious approach to their work.

### **Responsibilities:**

- To meet with clients and assess the firm's ability to provide the services required.
- To take the client's instructions and acquaint them with the firm's fee structure and administrative and legal requirements.
- To provide accurate statutory interpretation and legal advice, taking into account relevant legislation, codes of practice and policy.
- To promptly respond to client communications and solicitors instructed by other parties and with all others relating to the matter.
- To attend to clients, to provide clear and comprehensive advice and to progress each case smoothly to conclusion.
- To ensure that the conduct of client files is in accordance with all internal, professional conduct and account rules and obligations.

- To meet time recording billing and other performance targets.
- To properly draft all necessary documentation required to progress the client's case.
- To properly administer case management and full file management and to ensure that paper and electronic files are up to date and accurate.
- To meet all compliance requirements, including those related to Anti Bribery, Anti Money Laundering, Data Protection and GDPR.
- To develop an awareness of financial costs to the business, to request funding authorisation where appropriate and obtain payments on account and monitor costs and cash flow.
- To accurately time record and to promptly and regularly bill for work done on clients' behalf.
- To monitor WIP, to chase aged bills and to liaise with the head of department where appropriate.
- To ensure CPD requirements are met within the appropriate timescale.
- To abide by all company health & safety requirements.
- To participate in business activities and projects as required.
- To undertake other reasonable tasks as instructed by their line manager.

**Person Specification:**

	Desirable	Essential
A qualified practising residential conveyancing lawyer.		X
2+ year's recent experience of residential conveyancing transactional work. Inc experience of new builds, leaseholds and shared ownership. Used to handling 15-20 files a month.		X
Someone able to manage and prioritise their own case load from start to finish and work unsupervised and under pressure.		X
Someone used to fee targets, monthly billing and standard key performance indicators.		X
A person with case management experience and the skills to elicit high productivity via our IT systems.		X
A person who will effectively delegate to support teams.		X
Someone with the drive and skills to implement agreed initiatives.		X

Someone with a background in private practice.		X
Someone looking for excellent long-term career development potential		X
Someone who can ideally work full time from our Didcot office.		X
A well-presented professional who can build strong client relationships.		X
A person who is self-motivated.		X
Someone with a strong compliance ethic.		X
Someone able to service Residential Conveyancing files at any stage from initial instruction to Completion and Registration.		X
A person able to work with the marketing manager and head of branch to build and promote the profile of the department.		X
Someone who will abide by all company HASAW requirements.		X

29.04.2021 (App TE)

All initial enquiries applications and CVs to [Tracey.Waite@slade-legal.co.uk](mailto:Tracey.Waite@slade-legal.co.uk)  
Agency assistance welcomed.