

Job Description – Slade Legal

Job Title: Senior Commercial Property Lawyer / Commercial Conveyancer

Pqe: Minimum 5 years+ in relevant work type (with scope to attract more senior candidates if available.) Any PQE indicated in this Job Description is intended for guidance only and does not preclude applications from those with more or less PQE.

Department: Commercial Property

Reports to: Head of Commercial department

Branch: Abingdon / Wallingford / Didcot (Oxfordshire) – (Negotiable)

Salary: Negotiable / commensurate with experience + access to bonus scheme

3% employer / 5% employee pension contributions (automatic enrolment for employees aged 22 and over).

25 days holiday + usual bank holidays pro-rated to contracted hours if not full time.

Hours: Full time / Monday – Friday (Office based)

Start date: Negotiable

Work Types: Broad spectrum of commercial property transactional work including handling freehold and leasehold commercial conveyancing transactions from initial client contact through to completion. Including:

A. Leasing – commercial lease transactions to include both landlord & tenant work, new leases, assignments, surrenders, drafting of statutory notices.

- B. Acquisitions** - Acquisitions and disposals of commercial freehold and leasehold property, drafting of transfers, contracts, easements, mortgages, and other related land registry documentation.
- C. Development work**: development agreements, options and pre-emption agreements, conditional contracts and overage, agreements, easements and restrictive covenants.
- D. Advisory** - Providing advice to a range of corporate and private individuals regarding a variety of commercial property issues, including landlord and tenant, land registry registrations and other land issues for our commercial clients.
-

Slade Legal

Slade Legal is a highly-regarded, well established legal practice based in Oxfordshire. We are a multi-disciplinary firm with a thriving commercial department providing a broad range of services. 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 senior Commercial fee earner to join our commercial team at either Abingdon, Didcot or Wallingford. 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

To provide professional commercial conveyancing services and assist with all aspects of commercial property work.

The role reports to the head of department based in Wallingford and the hire is part of the firm's succession planning. This role may appeal to an existing Partner level fee, current Head of Department, or aspiring Head of Department, who is looking for good work/life balance and or to possibly relocate.

With excellent support, the initial objective is to fully assist, support and absorb, then build upon the Managing Director's current Commercial work, gaining the confidence of existing clients. Once familiar with our internal systems and procedures, the successful candidate will work with relative autonomy.

We value our staff and offer a comfortable, sustainable work environment and this role will suit an experienced senior commercial conveyancer or senior commercial property lawyer looking to move to a firm where work life harmony is a priority.

The candidate

If your specialism is in commercial property / conveyancing and you are looking to apply your skills and knowledge to a varied Commercial property caseload, we want to hear from you. The successful candidate may be either a fully qualified lawyer with at least 5 year's recent PQE in commercial conveyancing work or a non-qualified legal professional with the equivalent relevant experience and expertise. They should demonstrate a detailed knowledge of commercial property / commercial conveyancing work, good technical proficiency and strong attention to detail.

The candidate 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 initially assist and support the Managing Director's Commercial work, to gain the confidence of existing clients, to bring a reputable following and to build up the work and grow the department.
- 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 adopt supervisory responsibilities in the absence of the head of department.
- To abide by all company health & safety requirements.
- To participate in business activities and projects as required.

Person Specification:

	Desirable	Essential
A senior qualified practising commercial property solicitor / or non-qualified commercial conveyancer		X
5+ year's recent experience of commercial property transactional work including handling freehold and leasehold commercial conveyancing transactions		X
Someone able to manage and prioritise their own case load 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 Abingdon 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

01.02.2021

All initial enquiries applications and CVs to Tracey.Waite@slade-legal.co.uk
Agency assistance kindly not required.

Please kindly note that candidates who do not hear from us should assume that they have not been short-listed on this occasion.