

## **JOB DESCRIPTION**

### **SENIOR CONVEYANCING PROPERTY LAWYER**

**Job Title:** Senior Conveyancing Property Lawyer  
**Location:** Sheffield  
**Repors to:** Head of Private Transactional Conveyancing  
**Standard Hours of Work:** 35 hours

#### **1 JOB PURPOSE**

- Handling own lower caseload of more complex sales, purchases and re-mortgages and other property transactions to include transfer of equity, shared ownership, shared equity transactions and complaint files.
- Assisting in team development, coaching, mentoring, improving the case management system and processes within the department.
- Being responsible for technical vetting, advice and assistance within a team within the department. Carrying out Quality Reviews within the team and following up on the advice and support given.
- Providing support on caseloads during holiday periods / sickness / absence. With direction and assistance of HOTC
- Working with HOTC to improve the business and provide such information as required.
- The role is not a management role and is a pastoral role but you are to deal with performance, 121, personnel, administration. It is then the Senior Property Lawyers responsibility to report any issues with the above to the HOTC as part of their role and assist with training and development as a result of the same.

#### **2 SCOPE OF THE ROLE**

The role will be based in the Conveyancing Department, however, there may be a requirement to work in other areas of the business as the need arises. This is a supported role, with the assistance of an assistant (which depending on case loads and resource may be a shared resource).

#### **3 PRINCIPAL ACCOUNTABILITIES/TASKS**

- To deal with a limited caseload of more complex files.
- To carry out coaching sessions, assistance meetings, QRs, Audits, File Reviews. To carry technical caseload, audit and sign off files.
- To train and develop the team in workflow and technical areas.
- To assist the Operations Manager with the improvement of the case management system – develop caseflow / workflow process

- To be responsible for CQS compliance and panel compliance within the role of coaching, mentoring and audit.
- To assist with existing team's caseloads/developing own caseload from inception. Full caseload circa 60 live complex matters
- Handling own caseload of complex sales, purchases and re-mortgages etc. and subsequent management of the caseload including complaints.
- To ensure the team deals with matters appropriately including communication with clients over the telephone, by email and in face-to-face meetings and with other solicitors and professional organisations over the telephone, by email and correspondence.
- To communicate with clients over the telephone, email and in face-to-face meetings.
- To communicate with other solicitors and professional organisations over the telephone, by e-mail and correspondence.
- To update all panel members / stakeholders within the business and within the referral businesses with whom we deal.
- To meet all key SLAs and KPIs within the department/referrers' requirements.

## **PERSON SPECIFICATION SENIOR CONVEYANCING FEE EARNER**

### **1 PERSON SPECIFICATION**

- Ability to manage a workload and prioritise accordingly
- Ability to work under pressure and time manage
- Ability to work on own initiative or part of a team
- Ability to coach, mentor and audit and provide training on skill shortfall
- Ability to pay attention to detail
- Ability to work to tight deadlines under pressure
- Excellent telephone manner –Property Lawyer must be client facing and must be willing to answer the phone and provide timely updates to all parties
- Professional, but approachable manner (to all)
- Self-motivated with excellent organisational skills
- Must have a modern approach to conveyancing and it's process driven, proactive, risk-based requirements.
- Flexible approach

### **2 EXPERIENCE**

- Minimum 3 years' experience (but all levels considered including more senior) in conveyancing fee earning dealing with sales, purchases and remortgages and more technical matters
- Must be competent and show experience in:
  - Freehold
  - Leasehold
  - Shared Ownership / Equity
  - Registered and Unregistered properties
  - S&P, T of E, Remortgage and Refinancing work

### **3 TECHNICAL SKILLS/QUALIFICATIONS**

- Good verbal and written communication skills
- Good keyboard / IT / Case Management / Internet and Email skills

- Competent use of MS Word, Excel and Outlook, Proclaim (or similar), updating panel websites
- Must have used Case Management Systems, Land Registry Portal, Online SDLT etc
- Must be able to demonstrate technical ability in conveyancing transactions (as set out above), money laundering and risk assessment by way of examination at interview