



JOB DESCRIPTION

PROPERTY LAWYER

Job Title: Property Lawyer

Location: Sheffield

Reports to: Conveyancing Team Manager

Standard Hours of Work: 35 hours

Date: 31.01.2020

1 JOB PURPOSE

To own caseload of predominantly freehold sale and purchase matters, with some leasehold and other matters as appropriate.

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.

3 PRINCIPAL ACCOUNTABILITIES/TASKS

- To run own caseload of circa 100 live matters, subject to seasonality and continuing review of capacity both individually and across the department, with use of a dedicated assistant.
- To handle own caseload of sales and purchases and subsequent management of the caseload.
- To be responsible for achieving set target completions per month.
- To support the department in achieving targets, SLAs and KPIS.
- 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
- Be able to deal with and work within referrers SLAs and meet their requirements / panel requirements
- To be a role model for those around you in both file management, actions and behaviour
- To provide the highest level of customer service to clients at all times
- To attend and contribute in team meetings
- To report directly to the Conveyancing Team Managers on all above aspects.



Person Specification

Property Lawyer

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 and as part of a team
- Ability to pay attention to detail
- Ability to work to tight deadlines under pressure
- Excellent telephone manner – fee earner **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 2 years' experience (but all levels considered including more senior) in a prior conveyancing role

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