

Disrepair Solicitor (Litigation)

Our vision is to create communities where everyone has a safe home in a place where they're proud to live. We're big and we're local. Residents are at the heart of all we do and we use our size to influence positive change in the areas where we operate.

It's also about living our values which are at the **HEART** of what we do. All colleagues are expected to demonstrate a commitment to our values through their behaviours, actions and words on a daily basis. As a valued member of the Southern Housing Team, you'll embrace our Values to inspire others as well as yourself to be

- **H**onest
- **E**fficient
- **A**ccountable
- **R**espectful
- **T**rusted

You'll demonstrate our HEART values in your behaviours. You'll:

- Be authentic, open and transparent in your actions and words
- Believe that by working together we accomplish more, and work hard every day to improve services, efficiency and value for money.
- Take responsibility for delivering excellence and own your own actions.
- Embrace difference, and put our residents, colleagues and our partners at the heart of all you do.
- Do what you say you will and be relied upon to keep your promises.

And, of course, always collaborating as One Team, showing commitment to our approach to Equality Diversity & Inclusion, Health & Safety, Compliance and Code of Conduct policies and practices within Southern Housing.

The role

To be part of and support the in-house Legal Team providing high quality well-judged and informed legal advice on housing disrepair and housing condition related matters (predominantly) for Southern Housing and its Group partners. To draft legal proceedings, witness statements and pleadings as instructed and carry out advocacy (excluding trials) as required across all Southern Housing regions. To prepare and provide effective training as required on a variety of housing law issues to colleagues. Be a single point of excellence of focus for Housing Disrepair and Housing Condition related Litigation. This role is specific to supporting our Disrepair Team, however, subject to business need there may be a requirement to assist with other business areas and conduct work not set out under 'accountabilities' below, such as Social Housing, building compliance, compensation requests, complaints.

Reporting to: Legal Services Manager (Disrepair)

The location

You'll be based at one of our main offices in either Farringdon, Croydon, Isle of Wight, Maidstone or Sittingbourne, with the option for working in a hybrid way when appropriate and as agreed with your manager.

What you'll be doing:

- To provide legal advice and assistance predominantly regarding housing disrepair and housing condition related litigation. To have a caseload mostly consisting of such matters. To include conducting efficient and effective such litigation by briefing Counsel and/or conducting advocacy where appropriate in order to protect the interests of Southern Housing and its Group partners with support as appropriate to your level of skill and experience from more senior or experienced team members.
- To assist with instructing external solicitors for matters that cannot be dealt with in-house.
- To assist in developing the in-house legal provision to meet the needs of Southern Housing and its Group partners.
- To ensure that legal work in relation to housing disrepair and housing condition related litigation is carried out in house where this is more cost effective including preparing and drafting all own pleadings on routine/standard matters and more complex matters, with support as appropriate to your level of skill and experience from more senior or experienced team members to include but not limited to, quantum and liability reports, particulars of claim; defences; reply to defences; part 20 counterclaims; access injunctions; committal applications, witness statements; case summaries; lists of issues; chronologies and trial bundles.
- To ensure communication between instructing officers from the reactive repairs team and the legal team is effective and efficient.
- To assist in the development and to implement processes and procedures to ensure the efficient and effective provision of disrepair litigation services and advice on landlord & tenant law.
- To comply with the approved processes and procedures, including maintaining data records and registers as required by the Director of Legal Services. Ensure sound data management, both in case management and in passing on key data to other departments in a timely fashion.
- To keep up to date with the constitutional, legal and regulatory framework within which Housing Associations operate. This also includes keeping up to date records in accordance with the Solicitors Regulation Authority's continuing competence requirements. To ensure that such knowledge is shared to encourage a knowledgeable and compliance focused culture.
- To support more junior legal team members and volunteers and provide assistance to the more senior team members and general assistance to the wider legal team.
- Liaising with clients, suppliers, and staff at all levels across the organisation. Build and maintain effective working relationships with external contacts and partners including updating colleagues in respect of changes in law.
- Ensure confidentiality, sensitivity, and a professional approach in all activities.
- To provide cover for other solicitors in the litigation side of the team and, dependant on skills and experience, for the Legal Services Manager (Litigation) in their absence.
- To provide cover for Legal Services Manager (Litigation) in their absence.

What you'll need:

Knowledge & experience

Essential

- Qualified solicitor barrister or Chartered Legal Executive.
- Experience of undertaking disrepair and housing condition related litigation.
- A thorough understanding of legal processes within housing disrepair and housing condition related litigation within a complex environment

Desirable

- Experience of undertaking disrepair and housing condition related litigation for housing associations or other public sector bodies.
- Experience of undertaking disrepair and housing condition related litigation, particularly for housing associations or other public sector bodies.
- Experience of conducting litigation including advocacy.
- Experience of providing training to other lawyers and clients on housing law and litigation
- A thorough understanding of legal processes for Housing and Landlord & Tenant law Experience (other than housing disrepair and housing condition related law) and an understanding of cultural change management within a complex environment
- Experience of developing and implementing processes and procedures within housing management litigation or contentious property legal work
- Experience of developing talent and supporting and up-skilling junior staff
- Experience of conducting and advising on complex contentious litigation

Skills

- Excellent IT skills in particular Microsoft Office suite and Outlook.
- Ability to present information in a variety of forms to a high standard, including excellent verbal and written communication skills.
- Excellent legal drafting skills

Abilities

- The post holder will be party to highly confidential and sensitive data and the ability to maintain confidentiality is of the utmost importance.
- Conveys confidence in own ability, decisions and actions and takes personal responsibility for the consequences.
- Seeks feedback and learns from experience.
- Willing to admit mistakes
- Is positive and upbeat
- Talks positively about Southern Housing and its work
- Engages with all aspects of work, team meetings, road shows
- Considers impact of own actions on others.

Size and scope of role	
LT Directorate:	Legal Services
JP Last updated:	July 2026