

Solicitor (Transactions)

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, show commitment to our approach to Equality Diversity & Inclusion, Health & Safety, Compliance and Code of Conduct policies and practices within Southern Housing.

The role

To provide high quality legal advice on property related matters as well as other transactional, non-contentious matters to Southern Housing and its Group partners. To undertake freehold and leasehold (residential and commercial) conveyancing. Including the drafting of property related transactional documents and Contracts and other legal and regulatory issues. To provide effective training as required on a variety of property and contractual law issues to colleagues.

Reporting to: Legal Services Manager (Transactions)

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 on routine/standard property matters, and on more complex matters with support as appropriate to your level of skill and experience from more senior or experienced members of the team. To include undertaking freehold and leasehold, residential and commercial, conveyancing transactions. Drafting transfers, leases, development agreements, management agreements, service charge deeds reports on title and other property related documents, in order to protect the interests of Southern Housing and its Group partners. Dependant on your level of skill and experience, to assist and provide advice on other transactional non-contentious matters, commercial contracts and section 106 agreements and advice on contract or lease terms with support as appropriate to your level of skill and experience from more senior or experienced members of the team.
- 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 is carried out in house where this is more cost effective independently conducting routine/standard transactions and more complex matters with support from more senior or experienced members of the team as appropriate to your level of skill and experience. Ensure communication between instructing officers 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 conveyancing services and advice on property 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 property 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. 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 or experienced members of the team 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 Legal Services manager (Transactions) in their absence.

What you'll need:

Knowledge & experience

Essential

- Qualified solicitor or barrister.

Desirable

- Experience of undertaking residential and commercial conveyancing and property advice, particularly for housing associations or other public sector bodies.
- Experience of conducting and advising on complex property transactions and commercial Contracts
- Experience of drafting and advising Contracts and Property Documents
- A thorough understanding of legal processes, property, and contract law
- Experience of developing and implementing processes and procedures within property transactional legal work
- Experience of developing talent and supporting and up-skilling junior staff

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.