

## JOB DESCRIPTION

<b>JOB TITLE:</b>	Team Lawyer		
<b>REPORTS TO:</b>	Director of Technical Legal Services		
<b>DEPARTMENT:</b>	Residential Conveyancing	<b>LOCATION:</b>	Leeds

### PURPOSE

The Team Lawyer is responsible for providing technical legal support to the legal teams within residential conveyancing. The Team Lawyer's main function is to offer legal support, advice and assistance to these teams on complex cases.

### KEY RESPONSIBILITIES;

This does not set out every responsibility but provides an overview of the main areas of responsibility.

- To provide technical support to the teams which will include leasehold, new build and shared ownership title checking.
- To liaise with the Team Leaders to ensure urgent files are dealt with promptly..
- To provide positive and constructive feedback to Team Leaders as appropriate.
- To identify process improvements.

### Personal Qualities

The following skills are essential:

- A minimum of 5 years experience in residential conveyancing is required.
- Experience and/or understanding of freehold, leasehold unregistered, new build and shared ownership transactions in their entirety is essential
- Excellent communication skills; both written and verbal with the ability to provide constructive feedback.
- Excellent investigatory skills with the ability to quickly assimilate facts on relatively complex files, identify patterns and form connections.
- Ability to use own initiative
- Excellent organisational skills. Makes good use of time and prioritises accordingly.

The following skills are desirable:

- The role would particularly suit an individual who is used to dealing with volume processing of cases.
- Either CLC/CILEX or qualified Solicitor 3+ years PQE

Employee Signature ..... Date .....

Employee Name .....

