



Chattertons, Role Profile and Person Specification.

Role Profile:

Job Title: Partner/Senior Associate in the Specialist New Build Estates Department	Hours of Work: 09.00 – 17.15 hrs – Monday to Friday (36.25 hours per week)
Salary : Competitive	Location: Newark
Reports to: CEO	Responsible for: Team Leader and Assistant Team Leaders

Summary:

We are delighted to announce that due to expansion, we have a vacancy for Partner/Senior Associate to lead our busy Specialist New Build Estates Department. The vacancy is at our Newark office. You must have previous Development experience, ideally with infrastructure and a solid property background.

The right candidate will also have previous management and business development experience.

You will be a confident, proactive and structured individual with experience in a broad range of matters including:-

- Attracting new Developer Clients
- Handling a caseload
- Dealing with S38/104 and other infrastructure agreements
- Dealing with management agreements for open space on developments
- Site/development set ups
- Dealing with enquiries
- Liaising with Developer Clients
- Exchange, completion and post-completion work (including Stamp Duty Land Tax, Companies House and Land Registry registrations)
- File closures

Key Duties and Responsibilities:

- Ensuring the department runs efficiently
- Attracting new Developer Clients
- Actively marketing the department and company
- Arranging regular team meetings
- Ensuring all clients receive the best possible service and that members of the Department provide correct and appropriate advice.

- Providing outstanding levels of service to developer clients.
- Liaising with and supporting other members of the team.
- Meeting financial targets and agreed objectives.
- Working accurately, reliably and in accordance with the Specialist New Build Estates Department's procedures, quality and risk management procedures.
- Communicating with clients at all levels from the Group Sales Director to site sales staff.
- Maintaining and enhancing relationships with existing developer clients.
- Adept at being able to work under pressure.
- Perform fee earning work accurately, reliably and in accordance with the firms' quality and risk procedures.

Person Specification:		
	Essential	Desirable
Qualifications	<p>Experienced Solicitor/Legal Executive</p> <p>Previous Development Experience</p> <p>Previous line management experience.</p>	<p>Previous experience of Visual Files.</p>
Knowledge	<p>Excellent understanding of the conveyancing and commercial process infrastructure agreements; management agreements and site/development set up</p> <p>Previous experience in conveyancing, commercial and plot sales; infrastructure agreements; management agreements and site/development set up.</p> <p>Good computer literacy, including knowledge of case management systems.</p>	<p>Previous experience of managing a busy caseload.</p>
Skills	<p>Ability to work with confidence, managing own caseload.</p> <p>Strong planning and organisational skills.</p> <p>Excellent Marketing Skills</p> <p>Clear understanding of Money Laundering Regulations and Solicitors Account Rules.</p>	

	<p>IT literate.</p> <p>Excellent communication skills.</p> <p>Essential to be able to work as part of a team</p>	
Competencies	<p>Desire to provide a high quality service.</p> <p>Ability to multi task, maintain accuracy, prioritise workloads and meet deadlines.</p> <p>Excellent written and numeracy skills.</p> <p>Ability to delegate and manage a successful team.</p> <p>Able to work under pressure to tight deadlines.</p>	
Attributes	<p>Proactive and positive attitude.</p> <p>Reacts well under pressure and able to work to deadlines.</p> <p>High level of integrity and empathy.</p> <p>Team player</p> <p>Will embrace new challenges and changes</p> <p>Willing to be flexible to meeting the needs and demands of the Company.</p>	

Chattertons recognises that it is essential to provide equal opportunities to all persons without discrimination. The Company has an Equal Opportunities Policy and this sets out the Company's position on equal opportunity in all aspects of employment. This is available upon request.