

Commercial Property Lawyer

Department – Commercial Property

Location – West Bridgford, 1 Fountain Court, Gordon Road, West Bridgford, Nottingham, NG2 5LN

Hours – 35 hpw, normally Monday to Friday, 9am – 5pm with 1 hour lunch each day although part time or flexible hours may be available

Salary – Commensurate with experience and qualifications

JOB DESCRIPTION

Job Purpose

- To advise on and manage a wide range of commercial property legislative issues including conveyancing sales and purchases, large commercial developments, working with landlords and tenants, preparing and checking documents and correspondence, negotiating on behalf of clients and meeting billing targets
- To uphold our values of Honesty, Respect and Teamwork, and work in accordance with the Solicitors Regulation Authority (SRA) Principles and Code of Conduct
- To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services

Main Duties

- 1 To manage a varied caseload of commercial property matters from start to finish including sales and purchases, leases, buy-to-let purchases and sales, development re-financing transactions and other landlord and tenant work
- 2 To take a proactive approach in building professional relationships with clients and other contacts in order to develop our commercial property presence
- 3 To work productively with colleagues across all our offices
- 4 To maintain and promote the good image and reputation of the firm
- 5 To assist colleagues, Directors and Heads of Department with any marketing and training events and initiatives
- 6 To manage and supervise junior staff and support staff including assisting with recruitment, training etc
- 7 To use the case management software effectively

General Duties

- 1 To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the level of the post
- 2 To establish, maintain and enhance team-working with colleagues and staff of Ellis-Fermor and Negus

- 3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR
- 4 To abide by our Equality, Diversity and Inclusion, Health and Safety, Anti Money Laundering Policies and all other relevant policies

ROLE SPECIFICATION

	CRITERIA
Experience	Minimum of 5 years PQE handling commercial property sales, purchases and leases from start to finish including buy to let purchases and sales and other commercial transactions
	Experience of working with developers, tenants and landlords
	Experience of establishing, building and sustaining professional relationships with clients and external agencies
	Significant experience of running own caseload and prioritising and managing clients and cases appropriately
	A proven track record of meeting billing targets
Skills and Abilities	Excellent communication skills in writing, in person and over the telephone including the ability to negotiate, de-escalate and persuade
	Ability to provide excellent levels of client care
	Good IT skills and the ability to work effectively with our financial control and other systems
	Ability to manage and organise own workload effectively
	Able to manage multiple work streams concurrently and meet deadlines
	Sound business understanding and commercial acumen
	Highly motivated, forward thinking, positive and results focussed
	Empathetic and caring approach
Other	Qualified solicitor (SRA registered) or Chartered Legal Executive (MCILEX)
	High level understanding of Anti Money Laundering responsibilities and GDPR requirements
	Satisfactory references and other pre-employment checks including DBS, credit check, identity check etc
	Ability to work in our West Bridgford office for the majority of working time
	Ability to travel between offices as required
	Sympathetic to our ethos and heritage

Supervisory responsibilities – 1 x fee earner, 1 x secretary

Line Manager – Head of Department