

## **Residential Conveyancers (Beeston and Long Eaton)**

**Department – Residential Conveyancing**

**Location – Ellis-Fermor and Negus, 2 Devonshire Avenue, Beeston, Nottingham, NG9 1BS OR 35 Derby Road, Long Eaton, Nottingham, NG10 1LU**

**Hours – 35 hpw (Monday – Friday 9am – 5pm, 1 hour lunch each day)**

**Salary – Commensurate with experience**

### **JOB DESCRIPTION**

#### **Job Purpose**

- You will be responsible for advising and supporting clients with all types of residential sales and purchases from the initial instruction through to completion
- To provide management and guidance to the team in the absence of the Head of Cluster (Beeston)
- 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 advise clients and support with all aspects of residential sales and purchases, from initial instruction to completion including new builds, property transfers between buyers and sellers, conducting title searches, preparing legal documents related to residential transactions and post-completion matters including SDLT and HMLR requisitions, shared ownership, leasehold matters, lease extensions and right to buy
2. To take a proactive approach in building professional relationships with clients and other contacts
3. To maintain and promote the good image and reputation of the firm
4. To assist colleagues, Directors and Heads of Department with marketing and training events and initiatives
5. To use the case management software and our billing and other financial processes effectively
6. To manage and supervise fee earners and support staff, as required, including assisting with recruitment, training etc

#### **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 Policy, Health and Safety, Anti Money Laundering Policies and all other relevant policies

## ROLE SPECIFICATION

|                             | CRITERIA   |
|-----------------------------|--|
| <b>Experience</b>           | Significant experience of all aspects of residential conveyancing  |
|                             | Experience of managing a heavy and fast paced workload and prioritising appropriately                                    |
|                             | Experience of working effectively to multiple, tight deadlines   |
|                             | Experience of establishing, building and sustaining professional relationships with clients and other contacts           |
|                             | A track record of meeting billing targets  |
|                             | Experience of managing and / or supervising staff (desirable)  |
| <b>Skills and Abilities</b> | Able to demonstrate knowledge and technical expertise in dealing with a mixed residential property conveyancing caseload |
|                             | Excellent written and verbal communication skills  |
|                             | Strong organisational, financial and administrative skills   |
|                             | Highly self-motivated with the ability to work on own initiative with minimal supervision and also as part of a team     |
|                             | Able to support and manage a team as required  |
|                             | Excellent IT skills  |
| <b>Other</b>                | Excellent understanding of Anti Money Laundering responsibilities and GDPR requirements                                  |
|                             | Sympathetic to our ethos and heritage  |
|                             | Satisfactory references and other pre-employment checks including credit check, identity check, DBS etc                  |

**Line Manager – Long Eaton – Director / Beeston – Head of Cluster**