**Job Description – Slade Legal - Vacant**

**Job Title:** Residential Property Solicitor / Legal Executive / CLC Lawyer

**PQE:** 3-5 years PQE but would consider less for a candidate with relevant experience. Any PQE indicated in this job description is intended for guidance only and does not preclude applications from those with more or less PQE

**Reports to:** Head of Residential Property

**Location:** Slade Legal, 137 Broadway, Didcot OX11 8RQ

**Hours:** Full time / Permanent 35 hours / Monday to Friday 9-5 / office based

**Start date:** TBC

**Salary:** Commensurate with experience + access to bonus scheme

**Other benefits:** 3% employer pension contributions based on qualifying earnings / 5% employee contributions based on qualifying earnings

Company sick pay scheme

Cycle to work scheme

Discount on legal and estate agency fees

25 days holiday + usual bank holidays

**Work Types:** Residential property work including handling residential property transactions from initial client contact through to completion via our Completions team

**Slade Legal**

Slade Legal is a highly regarded, well established high street legal practice based in Oxfordshire. We are a multi-disciplinary firm with a thriving property department providing a broad range of services.

Our Residential Property department has teams at Abingdon (Head Office), Didcot and Wallingford. Our completions team are centrally based at Abingdon and manage files from exchange through to archive.

We offer a friendly, hard working environment and pride ourselves on recognising and rewarding good performance.

We currently have an exciting opening for a talented fee earner to join our Residential Property team at Didcot. They will be expected to manage a varied caseload and will have the benefit of excellent in-house support and a collaborative team mentality.

**The Role**

To provide professional Residential Property services and assist with all aspects of such work.

The successful candidate will ideally be a Solicitor or Legal Executive or CLC Lawyer with three to five years PQE with a sound knowledge and evidence of running transactions from instruction to completion as well as post completion. They will be able to demonstrate detailed knowledge and technical expertise in dealing with a broad spectrum of residential property work within busy high street practices.

The role reports to the head of department based in Wallingford. Once familiar with our internal systems and procedures, the successful candidate will be encouraged to work with relative autonomy.

We value our staff and offer a comfortable, sustainable work environment and this role will suit an experienced residential solicitor or an existing legal executive looking to move to a firm where work life balance is a priority.

**The candidate**

If your specialism is in residential property and you are looking to develop your skills and knowledge, we want to hear from you. The successful candidate may be either a fully qualified solicitor ideally with three to five years recent PQE in residential property work or a qualified legal executive with the equivalent relevant experience and expertise. They should demonstrate a detailed knowledge of residential property work, good technical proficiency, strong attention to detail and at least two years current experience in dealing with residential property work.

Applicants will have a professional approach and be client driven. They will have recent case management experience and demonstrate good technical ability in residential property, with a strong compliance ethic for internal procedures.

You will be commercially driven and help develop the professional profile of the Didcot office by implementing agreed initiatives and creating strong links within the local business community to win new work whilst growing the client base. You will work closely with the Head of Residential Property and the Marketing Manager to achieve this.

The appointed person will carry their own caseload with relative autonomy. Fee targets and related bonus scheme apply.

Applicants must be self-motivated, reliable and demonstrate a professional and conscientious approach to their work.

**Responsibilities:**

* To meet with clients and assess the firm’s ability to provide the services required
* To take the client’s instructions and acquaint them with the firm’s fee structure and administrative and legal requirements
* To provide accurate statutory interpretation and legal advice, taking into account relevant legislation, codes of practice and policy
* To promptly respond to client communications and solicitors instructed by other parties and with all others relating to the matter
* To attend to clients, to provide clear and comprehensive advice and to progress each case smoothly to conclusion
* To ensure that the conduct of client files is in accordance with all internal, professional conduct and account rules and obligations
* To meet time recording billing and other performance targets
* To properly draft all necessary documentation required to progress the client’s case
* To properly administer case management and full file management and to ensure that paper and electronic files are up to date and accurate
* To meet all compliance requirements, including those related to Anti Bribery, Anti Money Laundering, Data Protection and GDPR
* To develop an awareness of financial costs to the business, to request funding authorisation where appropriate and obtain payments on account and monitor costs and cash flow
* To accurately time record and to promptly and regularly bill for work done on clients’ behalf
* To monitor WIP, to chase aged bills and to liaise with the head of department where appropriate
* To ensure CPD requirements are met within the appropriate timescale
* To abide by all company health and safety requirements
* To participate in business activities and projects as required
* To undertake other reasonable tasks as instructed by their line manager

**Person Specification:**

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| --- | --- | --- |
|  | **Desirable** | **Essential** |
| A qualified practising residential property solicitor with 3-5 years PQE / or a legal executive with residential property experience |  | X |
| Recent experience of residential property transactional work including handling freehold and leasehold commercial conveyancing transactions |  | X |
| Someone able to manage and prioritise their own case load from start to finish and work unsupervised and under pressure |  | X |
| Someone used to fee targets, monthly billing and standard key performance indicators |  | X |
| A person with case management experience and the skills to elicit high productivity via our IT systems |  | X |
| A person who will effectively delegate to support teams |  | X |
| Someone with the drive and skills to implement agreed initiatives |  | X |
| Someone with a background in private practice |  | X |
| Someone looking for excellent long-term career development potential |  | X |
| Someone who can ideally work full time from our Didcot office |  | X |
| A well-presented professional who can build strong client relationships |  | X |
| A person who is self-motivated |  | X |
| Someone with a strong compliance ethic |  | X |
| Someone able to service Residential Property files at any stage from initial instruction to completion and registration |  | X |
| A person able to work with the Marketing Manager and Head of Residential Property to build and promote the profile of the department |  | X |
| Someone who will abide by all company HASAW requirements |  | X |

**09.05.2019**

**Updated 10.06.2024**

**App by KF**