

ROLE PROFILE

Role Title:	Senior Property Lawyer
Department:	Legal Team
Role Purpose:	<p>As an experienced lawyer, the post-holder will give legal advice regarding a wide range of property matters to internal clients within Midland Heart.</p> <p>This advice will compliment property law advice sought by different functions in the business from Midland Heart's panel of law firms.</p> <p>This role involves a range of duties from providing basic to more complex legal advice, and also includes a range of transactional work and advice.</p> <p>This role does not involve the creation, maintenance and termination of residential tenancies.</p>
Reporting to:	Senior Legal Manager
Responsible for:	Property Lawyer
Disclosure level:	N/A
Role Level:	Frontline Worker

Key Role Responsibilities	<ol style="list-style-type: none"> 1. Property ownership/title/freehold /leasehold issues: <ol style="list-style-type: none"> a) Deliver and continually improve the Title queries and information service. This entails identifying, advising and assisting internal clients and occasional 3rd parties on property titles and property disputes e.g. advising on ownership, third party rights, tenure, boundary ownership and responsibilities, covenants and easements and on related dispute avoidance and resolution. It requires thorough legal knowledge of the interpretation of freehold and leasehold titles, registered and unregistered titles, to include covenants and easements. b) Train Midland Heart staff to become self-sufficient in accessing Midland Heart property titles databases, obtain
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	<p>documents via Midland Heart's Paperlite system and the Land Registry portal and provide support to them where required. Keep training materials updated and upload them onto the intranet.</p> <p>c) Maintain log of leasehold interests and inform business of enfranchisement opportunities.</p> <p>d) Update the Care and Support contracted services and managing agency property information spread sheets with information relating to Midland Heart's land ownership of properties used where care services are delivered by Midland Heart.</p> <p>e) Advise on key leasehold property issues (including service charge recovery).</p> <p>2. Commercial leases - issuing new leases and interim licences, licences for alterations, variations etc., terminating leases.</p> <p>3. Assist the Care and Support team with:</p> <p>a) Property occupation and use queries and anomalies.</p> <p>b) Identifying and advising on restrictions on disposal/use of property, terminating leases etc. when Care and Support services are being de-commissioned.</p> <p>4. Ad Hoc advice and drafting in relation to wayleaves, easements, rights and any consents required to acquire/dispose of properties. Advising and carrying out of miscellaneous conveyancing transactions generally related to disposals.</p> <p>5. Miscellaneous post disposals property work, e.g. preparing deeds of covenant for long leasehold /freehold transfers, agreeing deeds of postponement, agreeing certificates of compliance etc.</p> <p>6. Defend and lodge adverse possession claims, including instructing external solicitors as required.</p>
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	<p>7. Advise Development team in relation to specific issues arising from planned and current development projects, to supplement advice from the panel solicitors.</p> <p>8. Advise in relation to ad hoc projects related to our property portfolio for example projects to dispose of properties which do not deliver an acceptable return to the business.</p> <p>9. Assist with ad hoc advice and queries on commercial contracts to provide cover in the absence of Midland Hearts' contract lawyers, which is expected to be an occasional requirement.</p> <p>10. Act as an authorised signatory to Midland Heart contracts, checking that there is an adequate audit trail to support signature of the contract.</p> <p>11. Instruct external solicitors on a range of property law issues.</p> <p>12. Other work related to the main purpose of the role.</p>
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Education, Qualifications and Training	Law degree or CILEx qualification.
Knowledge and Experience	<p>The role is likely to suit a solicitor with 5-8 years PQE, or a lawyer/legal executive with suitable alternative experience in advising on and transacting property law matters:</p> <ul style="list-style-type: none"> • Extensive knowledge of property law and it's practical application. • Experience advising at a senior level. • Relevant sector knowledge desirable. • IT systems and packages, including Microsoft Word, Excel and PowerPoint.
Role Specific Skills & Behaviours	<ul style="list-style-type: none"> • Excellent organisation skills, with the ability to deal with a high case load. • The ability to self-manage, adapt and reprioritise according to business need.

	<ul style="list-style-type: none">• Excellent interpersonal skills with the ability to quickly establish and maintain good working relationships at all levels.• Give clear and consistent advice to clients at all levels, including directory level, ensuring this is in line with property law and best practice.• Excellent communication skills, with the ability to challenge, negotiate, persuade and influence.• Work and stay calm under pressure.• Solution focused, proactive and able to use own initiative.• Be client focussed.
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