

ROLE PROFILE

Role Title:	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 legal advice on general property queries, a wide range of transactional work and advice.</p> <p>This role does not involve the creation, maintenance and termination of residential tenancies or conveyancing.</p>
Reporting to:	Senior Property Lawyer
Responsible for:	No direct reports
Disclosure level:	NA
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 responses to the title queries and information service helplines. This entails identifying, advising and assisting internal clients and occasional 3rd parties on general day to day property titles enquiries and disputes e.g. advising on ownership, third party rights, tenure, boundary ownership and responsibilities, covenants and easements and any related dispute avoidance and resolution. b) To advice on leasehold property issues. 2. Commercial leases - to issue renewal leases, interim licences, licences for alterations, variations, terminating leases etc. 3. To assist with: <ol style="list-style-type: none"> a) General property anomalies, occupation and use queries;
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	<p>b) Identifying and advising on restrictions, disposal, lease termination etc. when services are being de-commissioned.</p> <p>4. Ad Hoc advice and drafting in relation to miscellaneous property transactions e.g. disposals, wayleaves, easements, rights and any consents required to acquire/dispose of properties along with other property related issues.</p> <p>5. Post disposals property work e.g. preparing deeds of covenant, deeds of postponement, certificates of compliance etc.</p> <p>6. To assist the Senior Property Lawyer in relation to ad hoc projects related to our property portfolio.</p> <p>7. Enfranchisement and Lease Extensions: The review of leases and associated titles to include consideration as to whether the option to enfranchise/extend the lease is available and assist with transactional work arising from such applications.</p> <p>8. Staircasing: To carry out staircasing transactions with the support of the Senior Property Lawyer where necessary.</p> <p>9. Land Transfers: To carry out land transfers to third parties.</p> <p>10. To deal with issuing adverse possession claims.</p> <p>11. Other work related to the main purpose of the role.</p>
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<p>Education, Qualifications and Training</p>	<p>Legal Executive qualification or Law degree required.</p>
<p>Knowledge and Experience</p>	<p>The role is likely to suit a solicitor or a legal executive with suitable and demonstrable experience in advising on and transacting property law matters along with:</p> <ul style="list-style-type: none"> • Sound legal knowledge of the interpretation of freehold and leasehold titles, registered and unregistered titles. • Extensive knowledge of commercial property law and it's practical application • Experience advising at a senior level

	<ul style="list-style-type: none"> • 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. • 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 • Work and stay calm under pressure. • Solution focused, proactive and able to use own initiative • Strong client focussed.