To provide high quality legal advice on a broad range of commercial and general property law to whg colleagues.

**What are my key responsibilities?**

To undertake all aspects of commercial property and general property law with a particular focus on landlord and tenant.

Understanding of commercial property law to include drafting commercial leases, licences for land occupation, telecommunication leases with an understanding of the Electronic Communications Code 2003.

Drafting and reviewing telecommunication wayleaves.

Support with commercial shop leases, assignment, deed of surrender and rent deposits and forfeiture.

Drafting and reviewing land licences for short term occupation of land.

Residential Conveyancing – dealing with both the sale and purchase of registered and unregistered, freehold and leasehold property including shared ownership and staircasing.

General boundary disputes, ownership queries, encroachment, trespassing and general property litigation.

Support with land rectification matters including land swaps to third parties, title anomalies and associated conveyancing.

Provide support and cover arrangements for other Legal Services Team colleagues, dealing with a range of property and commercial matters.

Maintain up-to-date knowledge and understanding of relevant legislation, regulation and case law.

**Relationships**

You will report to the Property and Commercial Law Manager.

You are required to support and engage with different parts of the organisation, working across teams and at various levels, including Housing, Asset Management and Neighbourhood Services. You will maintain and develop internal working relationships to ensure that any legal matters involving whg are dealt with efficiently and effectively.

You are also required to work with external stakeholders and organisations such as external lawyers and the First Tier Tribunal.

**Role Requirements:**

There are certain qualifications and experience that we are looking for to operate effectively a Commercial Property Paralegal – Commercial, specifically:

A law degree or other, relevant professional qualification.

Paralegal, Qualified Solicitor or Chartered Legal Executive with minimum of one year PQE (two years desirable), with experience of legal case management relating to leasehold management including Shared Ownership, the Right to Buy and Acquire.

Experience of legal case management relating to a broader range of property and commercial matters, e.g. land and access, would be advantageous.

Ability to work flexibly and to manage and prioritise a complex, high profile and demanding workload within a fast-paced team environment. Discretion, good judgement and the ability to handle sensitive issues skilfully and confidentially is vital.

Excellent verbal and written communication and negotiation skills, including the ability to produce reports and deliver presentations and training. Ability to interpret legislation, regulation and policy documents.

You will have a confident and positive approach with the ability to remain calm under pressure and deal with difficult situations in an effective, professional and respectful manner. You will also be self-motivated and accountable with the ability to work across teams.

**whg’s values and behaviours**

At whg we have an ambitious aim to be an exceptional place to work that attracts, develop and retains talent. We recognise that our success as a business depends largely on the quality and commitment of our colleagues; our values set out in the Corporate Plan identify the behaviours that we expect all colleagues to display at whg.

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| A blue circle with white hands in it  Description automatically generated | Trustworthy  You can rely on us. We are honest in everything we do. |
| A hand holding a shield  Description automatically generated | Accountable  Taking responsibility for our actions and owning the delivery of our promises. |
| A star on a blue circle  Description automatically generated | Excellent  Striving to be the best and delivering the best outcomes for customers and the organisation. |
| A yellow circle with a white outline of hands shaking  Description automatically generated | Respectful  Valuing people and treating everyone with empathy and fairness. |
| A pink circle with two people holding a heart  Description automatically generated | Collaborative  Achieving great things by working together. |