

Job Description

Title:	Associate (2-3 year PQE)
Hours:	9.30am to 5.30pm, and as required (flexible applications considered)
Working week:	Monday to Friday
Responsible to:	Practice Area Leader – Bethan Owen
Department:	Real Estate
Purpose of job:	<p>We are looking to recruit a three year qualified Associate to join our team. You will work closely with the four Partners and ten Fee-Earners of this busy department in the provision of advice to the firm's clients. We are looking to recruit a real estate solicitor with a commercial outlook who is able to create relationships with the department's largely entrepreneurial and demanding client base. We have a close knit team, and it is important that the successful candidate is a team player who can work well with all members of the department. The Partners and senior members of the team are experienced practitioners who seek to train the junior lawyers to become excellent all round real estate solicitors.</p>
Specific duties:	<p>The successful candidate will work closely with the Partners and other fee earners in the team and gain exposure to a full range of work, including mainly commercial property work and residential development work.</p>
Responsibilities will include:	<ul style="list-style-type: none">• Handling the sale and purchase and financing of commercial property• Acting for Landlords and Tenants in the grant and taking of commercial leases• Handling residential, commercial and mixed use development work including the acquisition of sites, financing, site set up and disposal of units• Acting for both lenders and borrowers on financing, refinancing and bridge lending• Building and maintaining client relationships• Taking an active role in departmental meetings including knowhow meetings• To participate in the marketing and business development of the firm's practice, and in particular the real estate team, by writing articles and blogs and dealing with internet enquiries• Such other duties which may be given from time to time.

Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, changes will not be made without full consultation with the postholder.



Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

Person Specification
Job Title: Associate, Real Estate Department

	<u>Essential</u>
Education/ Qualification:	<ul style="list-style-type: none"> • We would expect the successful candidate to ideally be a newly qualified – 2 year PQE solicitor • A demonstrable enthusiasm for real estate law with the ability to grasp the intellectual demands of the industry • GDL/LPC/BPTC qualification • Excellent academic achievements, ideally with a minimum 2:1 degree
Knowledge and Technical Ability:	<ul style="list-style-type: none"> • Experience within a property department • Contributed in moderately complex cases • Produces legal advice for clients both verbally and in writing, in a straightforward manner with minimal amendments • A good grasp of legal concepts and excellent drafting skills • Ability to see issues from a commercial perspective • Solutions focused, with an ability to think creatively • Keeps up to date with their knowledge in real estate law • Experience of working within a very busy environment where deadlines are clearly defined • Shows excellent attention to detail
Client Care and Business Development:	<ul style="list-style-type: none"> • Is able to act as first port of call for the client and is able to take the lead when necessary. Builds trust and rapport with clients • Prioritises work to ensure matters are progressed and deadlines are met, coping with conflicting demands • Develops relationships with peers both within the firm and in other organisations and is aware of potential opportunities • Interested in practice development, networking and marketing
Firm Wide Skills:	<ul style="list-style-type: none"> • IT literate in MS Office • Is familiar with time recording, costs estimating and billing • Knowledge of time recording software • Able to prioritise workload using time management and delegation skills • An understanding of the importance of client confidentiality, information security and data protection and act accordingly
Attributes:	<ul style="list-style-type: none"> • Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness, Commitment and Understanding • Acts as a team player and promotes a collegiate environment, good team morale and a spirit of co-operation • Communicates effectively at all levels, both verbally and written • Ability to work well under pressure

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal

record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.