

# KINGSLEY NAPLEY

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## Job Description

<b>Title:</b>	Associate (5 year+ PQE)
<b>Hours:</b>	9.30am to 5.30pm, and as required (flexible applications considered)
<b>Working week:</b>	Monday to Friday
<b>Responsible to:</b>	Practice Area Leader – Bethan Owen
<b>Department:</b>	Real Estate
<b>Purpose of job:</b>	We are looking to recruit an Associate or Senior Associate to join our team and work closely with the Partners and Fee-Earners in the provision of advice to the firm's clients.

The successful candidate will gain exposure to a range of work but will predominately focus on high value residential and residential development matters.

Our reputation is based on our numerous close client relationships. We provide a high quality and personal service, and our clients value our ability to problem solve and provide technically sound advice in short timescales. We are looking to recruit an enthusiastic individual with a commercial outlook who has a desire to develop and grow the residential section of the Real Estate team. The candidate must be able to create relationships with the department's demanding client base which is a mix of high net worth individuals, international investors, entrepreneurs and private property companies. As a close knit team, we're looking for a team player who can work well with all members of this busy and supportive department.

### Responsibilities will include:

- Acting on the sale and purchase of high value residential property (including off plan and new build properties)
- Acting for developers on the acquisition and disposal of residential developments
- Building and maintaining client relationships
- Taking an active role in departmental meetings including knowhow meetings
- Supervising junior members of the team
- 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.

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## Person Specification

Job Title: Associate, Real Estate Department

	<b><u>Essential</u></b>
<b>Education/ Qualification:</b>	<ul style="list-style-type: none"> <li>• We would expect the successful candidate to ideally be 5+ year PQE solicitor</li> <li>• A demonstrable enthusiasm for real estate law with the ability to grasp the intellectual demands of the industry</li> <li>• GDL/LPC/BPTC qualification</li> <li>• Excellent academic achievements, ideally with a minimum 2:1 degree</li> </ul>
<b>Knowledge and Technical Ability:</b>	<ul style="list-style-type: none"> <li>• Excellent knowledge and interest of the real estate market, particularly with high value residential work</li> <li>• Experience within a property department and has worked on their own case load while assisting partners on more complex matters</li> <li>• Produces legal advice for clients both verbally and in writing, in a straightforward manner with minimal amendments</li> <li>• A good grasp of legal concepts and excellent drafting skills</li> <li>• Ability to see issues from a commercial perspective</li> <li>• Solutions focused, with an ability to think creatively</li> <li>• Keeps up to date with their knowledge in real estate law</li> <li>• Experience of working within a very busy environment where deadlines are clearly defined</li> <li>• Excellent attention to detail</li> </ul>
<b>Client Care and Business Development:</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Prioritises work to ensure matters are progressed and deadlines are met, coping with conflicting demands</li> <li>• Develops relationships with peers both within the firm and in other organisations and is aware of potential opportunities</li> <li>• Interested in practice development, networking and marketing</li> </ul>
<b>Firm Wide Skills:</b>	<ul style="list-style-type: none"> <li>• IT literate in MS Office</li> <li>• Is familiar with time recording, costs estimating and billing</li> <li>• Knowledge of time recording software</li> <li>• An understanding of the importance of client confidentiality, information security and data protection and act accordingly</li> </ul>
<b>Attributes:</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate behaviour in keeping with the firm's core values of Teamwork, Respect, Integrity and Fairness, Commitment and Understanding</li> <li>• Acts as a team player and promotes a collegiate environment, good team morale and a spirit of co-operation</li> <li>• Communicates effectively at all levels, both verbally and written</li> <li>• Ability to work well under pressure</li> </ul>

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.