

Job title:	Residential Conveyancer
Job Type	Part time (3 days a week or 25 hours over a 5 day week)
Team:	Conveyancing
Department:	Private Client
Location:	Cheltenham
Reports to:	Simon Greener, Director Private Client

Summary of role:

The job holder will undertake fee earning work in Residential Conveyancing providing efficient and effective legal advice, assistance and representation for clients and maintaining the highest standards of professional expertise and client care at all times.

They can expect to build and run a caseload of primarily residential conveyancing and to administer all aspects of Residential Conveyancing on behalf of clients

The job holder will be expected to make every effort to obtain a speedy result for the client, to be accessible to their clients and to maintain regular and appropriate contact with them. They will also be expected to deal effectively and considerately with people from different cultures and backgrounds.

Davis Gregory aims to provide a holistic service and fee earners are encouraged to work together with other fee earners, support staff and with employees in other departments to ensure the best quality service.

The job holder will be directly responsible to the Head of the Private Client Department and to the Directors of the firm in general.

The job holder will ensure the successful development of the firm in line with the strategy identified by the Directors.

As an experienced conveyancer the job holder will be expected to work without the need for supervision.

Responsibilities:

Casework

- Deal with all aspects of freehold and leasehold conveyancing including but not limited to checking title documents to properties, liaising directly with other parties with enquiries/replies, undertaking searches with Local Authority, Land Registry etc., reporting to clients with relevant information on their transaction and advising clients where

necessary including reporting on title, attending upon clients to sign legal documents, drawing up completion statements, agreeing dates with all parties and exchanging Contracts, arranging the transfer of monies on completion and submitting stamp duty forms and registering documents at Land Registry

- Deal with sales and purchases of part, equity release, transfers of equity and re-mortgages
- Deal with correspondence and telephone queries
- Deal with clients requiring advice on conveyancing in person
- Provide written advice to the client, where necessary, and manage the client's expectations
- Maintain proper diary systems
- Deal quickly and efficiently with clients
- Produce own documents and letters
- Negotiate with other parties
- Submit final bills on a regular basis

Miscellaneous

- Perform fee earning work accurately, reliably and in accordance with the firm's quality and risk management procedures.
- Attend meetings and training sessions, where relevant to the job holder's role, leading by example with contributions made at and subsequent to such events.
- Provide leadership, direction, encouragement and supervision to all staff that they oversee or supervise, whether on an office or departmental basis.
- Participation in marketing activities and active promotion of the company. To be effective in developing new work from existing clients and seek new clients for themselves and others. Will develop and support marketing initiatives.
- Promote Davis Gregory Limited and the work of the Conveyancing team externally, with the aim of increasing the number of clients of the team and building relationships with external organisations, including referring organisations.
- Gain or maintain IT skills appropriate to modern legal practice, such as ability to use case management software, to send, forward and respond to e-mails with or without attachments, conduct research on internet and ensure proper filing of all data.
- Understand the main uses and applications of the office telephone system – e.g. be able to re-route calls, set up conference calls, etc.
- Complying with Solicitors Accounts Rules and Rules of Professional Conduct of solicitors
- Ensure that cases are conducted in accordance with Law Society and in particular the CQS guidelines and that the regulations are adhered to. Ensuring that the company's CQS registration is maintained.
- Exercising high standards of client care at all times
- Ensuring confidentiality and security of Firm's and client's documentation and information
- Carrying out any other duties relevant to the position as and when required by the Directors of the Company.
- Travel to other other locations as required in order to carry out casework, marketing and training
- Keep up to date with changes in the law and procedures
- Meet financial targets, as set by the Directors
- Manage own continuing professional development and in particular to set up an account with the Law Society Continuing Professional Development site to record CQS and other training.

- Ensure that they meet the requirements of the Solicitors Regulation Authority or the Council of Licenced Conveyancers or the Chartered Institute of Legal Executives (as appropriate) to maintain their registration with that organisation

Skills and capabilities

- Ability to work under pressure and meet deadlines
- Ability to work on your own initiative and make decisions
- Ability to work as part of a team and be a positive team member
- Ability to prioritise effectively
- Maintain a smart appearance and dress code appropriate for the role and be punctual and reliable in office attendance
- Responsible for self-development and comply with relevant training requirements by the Law Society and in-house training when required.
- Ability to Communicate effectively both written and spoken, active listening
- Problem Solving
- Ability to learn
- Ability to develop relationships
- Computer Literate
- Understanding of the company's business and the marketplace
- Role model best practices
- To have at least 2 years' experience in conveyancing as a fee earner
- To be qualified as a Solicitor, Licenced Conveyancer or a Chartered Legal Executive.

Performance

Personal performance in the role is measured by achieving, maintaining and exceeding the expected level of:

- financial targets
- demonstrating the skills and capabilities for the role
- identifying under performance highlights areas for individual development in order to ensure effective delivery of service to the client.