**Job description**

**Job Title: Senior Associate: Commercial Property**

**Reporting to:** Head of Commercial Property

*This job description is intended as a working document giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices will change in order to meet the demands of new legislation, and the requirements of the LLP. It is expected that the post holder will contribute to and assist with all future developments.*

**Overall purpose:**

To work with the Head of Commercial Property and share responsibilities for the management and development of the department. Assisting with the management and training of staff, the marketing of the department and the compliance of procedures and processes.

To manage and develop a profitable case load and to deliver high quality commercial property services by building on and expanding on the relationships with agents, developers, other LLPs and clients.

**Main Duties:**

Including but not limited to the following:

Client care

* Effectively manage own caseload
* Assist and support the commercial property team to manage their caseloads;
* Assist with the management and development of the departmental staff;
* Ensure the highest level of professional standards and client care are provided at all times;
* Process timely transactions and effect financial controls for matters;
* Ensure good file management and administration throughout the department, with files being well ordered, clear and complying with regulatory and office requirements.

Staff management

* Ensure work given to staff is appropriately set, supervised and reviewed;
* Check carefully the quality of the work produced within the department;
* Ensure that the department complies with all risk-management procedures;
* Assist other fee earners with client matters to provide continuity of service;
* Train staff on legal points, procedures and best practice;
* Assist staff, where needed, with marketing, managing work levels, hitting financial targets and development;
* Ensure conducive working relationships with colleagues, clients and other associated third parties.

Administration

* Ensure that proper and accurate records are kept of time expended on matters where fees are charged on a time basis and ensure that quotations for work are approved and reviewed on a regular basis;
* Be fully conversant with the LLP’s IT and database systems and confident in their correct usage;
* Be familiar and confident with the LLP’s accounting practices for client and office monies, cheque requests , TT transfers

Marketing

* Actively participate in the marketing of the commercial property department and the promotion of the LLP, to maintain and develop existing client and third party relationships and to attract new clients and working relationships with third parties;
* Ensure positive and professional representation of the LLP at all times.

Profitability/Financials

**•** Meet/exceed agreed targets.

General

* Keep up to date with the latest legal and practice developments, plan and attend relevant courses, meet agreed targets, develop the Commercial Property department.
* Provide in house training on legal developments or other areas of professional development as may be required by the Firm.

Personal

* to keep confidential all client information
* to be positive and helpful with colleagues, clients and professional contacts of the firm
* to assist all departments and colleagues within the firm as requested
* to adhere to and familiarise themselves with the firm’s values and policies

Other Duties

* to include other reasonable duties and tasks which are part of, and incidental to, this type of work

**Person Specification**

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| **Essential** | **Desirable** |
| Education and Qualifications   * Grade A fee earner |  |
| Experience   * Strong technical expertise * Strong track record in meeting fee targets * Experience of managing and leading a team * Experience of training staff * Experience of marketing |  |
| Knowledge and Skills   * Exceptional interpersonal skills * In depth knowledge of all aspects of Commercial Property law * Highly organised * Excellent time management skills * Able to prioritise own workload and that to of own staff * Able to contribute to improvements and changes * Good file management skills and awareness * Ability to deliver a high quality service * Presentation and training skills |  |
| Personal attributes   * Commercially minded * Highly motivated * Personable * Energetic and enthusiastic * Flexible attitude and approach to work * Able to work as part of a team * Commitment to the future development of the LLP * Commitment to supporting and assisting the Partners |  |

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