

Job description

Job Title:	Property Associate/Senior Associate
Reporting to:	Property Team Head – Catherine Burke
Based at:	9 Cathedral Road, Cardiff CF11 9HA with some working from home if Desired
Hours:	37.5 h/w Generally, Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays is possible, depending on business needs
Salary:	£TBC depending on experience
Benefits:	25 days holiday per annum, plus statutory and bank holidays Up to 3 additional paid days off over Christmas Private Health Cover including dental cover, access to a confidential employee assistance programme for counselling, and also a digital GP 4% pension contribution Death in service/ Life cover Ride to Work scheme Professional Subscriptions and MBL Smart plan Access to our internal mentoring programme
Purpose of Role:	To work within the Property Team to provide effective legal advice on property matters incorporating both development and transactional work for a range of clients operating in the public and private sector, including local authorities, landowners, developers, housing associations and funders, and other services as reasonably required from time to time. To assist in providing to the department and the firm such business development tasks, as may be required from time to time.
Key Tasks:	To provide legal advice on the following topics: <ul style="list-style-type: none"> • Acquisitions and disposals for a range of clients • Secured lending work for both development and investment funding • Commercial / residential and mixed-use development schemes • Public sector property transactions
Technical Ability:	<p>Essential:</p> <ul style="list-style-type: none"> • Circa 4 years PQE as a property lawyer • Demonstrable experience of dealing directly with clients • Excellent technical knowledge • Strong working knowledge of MS Word and Outlook <p>Desirable:</p> <ul style="list-style-type: none"> • Working knowledge of a legal practice management database

Person Specification:	Essential: <ul style="list-style-type: none"> • Strong communication skills • Consistently works to a high level of accuracy • Able to work independently with minimal supervision, but work as part of a team on larger projects • Able to use own initiative • Highly organised and able to work under pressure • A completer-finisher • A flexible approach, willing to assist team members as required
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