

PROGRESS HOUSING GROUP

JOB DESCRIPTION

Post Title:	Paralegal	Grade:	5
Department:	Legal Department	Location:	Leyland, Lancashire
Responsible to:	Legal Director		

Job Summary

Reporting to the Legal Director, this role will provide assistance to the team in both individual property transactions and as part of the wider legal service function to the Group.

Work will range from assisting with property transactions across all areas of legal service provided to the Group, including acquisitions, sales (including RTB/RTA), leases and working alongside external legal firms.

The role presents an opportunity to gain excellent hands on in-house legal experience.

Duties and Responsibilities

1. Efficient, proactive and reactive support to the legal team in both individual transactions and as part of wider project teams including assisting with title due diligence, submission and review of searches and enquiries and collating contract sales packs.
2. Dealing with the completion of legal transactions with supervision as necessary.
3. Assisting on development transactions including site assembly, development, construction and sale.
4. Assisting with securitisation projects.
5. Dealing with post completion requirements such as SDLT and Land Registry applications.
6. Assisting with archiving of files.
7. Interacting with other areas of the Group to provide support and assistance (e.g. title and boundary matters).
8. Provide assistance and support to all members of the team in relation to the monthly and quarterly processes.
9. Provide support and assistance to the team in connection with the maintenance of the Group's asset and liability register.
10. Undertaking legal research to assist the solicitors in the team.

Corporate Responsibilities

1. Work in line with the Group's core values
2. Participate in the Group's Personal Review and Development Plan (PRDP) process.
3. Comply with the Group's Equal Opportunities, Customer Care and Health and Safety policies.
4. Undertake any additional learning and development considered relevant to the performance of the duties of this post and in furtherance of the Group's objectives.
5. Adopt a corporate, coordinated and co-operative approach to working.
6. Any other duties to reflect the changing workloads and priorities within the department

Name			
Signature:		Date:	

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PERSON SPECIFICATION

Post Title:	Paralegal
Department:	Legal Department

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
<u>QUALIFICATIONS</u>		
1. Educated to GCSE standard or equivalent (minimum)	E	Application Form / Certificates
2. Willingness to work towards a legal qualification	D	
3. Good IT skills (Excel, Word, Adobe) and ability to learn and use new IT systems	E	
<u>EXPERIENCE</u>		
1. Well-developed communication skills, both written and oral	E	Application form / Interview
2. Background or experience of working within a legal environment	D	
3. Background or experience of working within the housing sector	D	
4. IT skills (Excel and Word)	E	
<u>PERSONAL QUALITIES</u>		
1. Excellent attention to detail and organisational skills	E	Application form / Interview
2. Ability to prioritise different projects and work to deadlines	E	
3. Willingness to learn, enthusiastic, and approachable	E	
4. Articulate and confident	E	
5. Ability to work proactively and flexibly, individually and as part of a team	E	
<u>SPECIAL CIRCUMSTANCES</u>		
1. Willing to work flexible hours as needs arise	E	

CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
2. Undertake training to progress role as and when required	E	