

## **HOUSING SOLICITOR**

### **The Firm**

TV Edwards was established in the East End of London in 1929. Now with offices in Clapham Junction and Whitechapel, the firm enjoys a national reputation for delivering first-class legal services.

Our lawyers are experts in many different fields of law and they are brought together to offer a holistic and tailored service. Many are renowned legal experts - they train the profession and they publish. Together, our teams deliver the legal support and representation that individuals, families and businesses need, in the way in which they need it. We pride ourselves on understanding what each client wants to achieve and then helping them get there as quickly as possible.

Great communication is intrinsic to what we do. We explain things clearly and simply to clients. We discuss options, listen to their views and alleviate their concerns. We do this face-to-face, by telephone, by email and by using video conferencing facilities (including Microsoft Teams).

Our lawyers come from a range of different backgrounds and we are proud that so many can speak more than one language.

We have been recognised for the innovation shown in IT development, leading the field and supporting our teams of lawyers in achieving excellence. We have a strong investment in virtual digital file and case management. Solicitors seeking to join the TVE team will need to be committed to the firm's ethos of working in a paperless environment.

TV Edwards has held the Law Society's Lexcel Practice management accreditation since 2007.

### **The Department**

We undertake all aspects of housing law, as well as community care, Court of Protection and public law cases. We also offer advice to residential leaseholders.

The team is primarily based at our office in Whitechapel, with a smaller team at Clapham Junction. There are currently 2 salaried Partners, 1 Member Partner, 4 Associate Solicitors, 5 Solicitors, 2 Consultant Solicitors, 2 Paralegals, and 2 Trainees within the department. Our department is split into teams with a ratio of 1 Paralegal/Trainee

supporting 2-3 Solicitors. Our reputation for good quality advice and representation has been recognised by Chambers and Partners and the Legal 500.

We work closely with our colleagues in the firm's private family finance and conveyancing departments whose clients are often landlords or leaseholders and require expert legal assistance with their properties.

TV Edwards LLP has a strong commitment to the training of our staff. We deliver regular internal training courses for staff of all levels of experience. We meet as a department regularly to share knowledge, discuss case tactics and update on recent developments. At these meetings all members of the team are able to contribute to decisions in regards to the running of the department.

We have a Career Development Programme that maps out a route to partnership and we encourage staff to participate.

### **Housing Solicitor**

TV Edwards LLP seeks to appoint a Solicitor or Chartered Legal Executive Advocate with at least 1 year of Post Qualification Experience.

You will be experienced in all aspects of housing law (including possession proceedings and claims for poor housing conditions) and be willing to act for both occupiers (tenants and leaseholders) and landlords. Knowledge of leasehold work (statutory lease extension procedure, collective enfranchisement procedure and dispute resolution) would be an advantage. You will need to share our passion for access to justice, have good knowledge of the legal aid scheme and experience of private client work. You will have a desire to grow as a lawyer and enhance the department. Marketing and networking skills are essential to continue to develop the team.

Currently we are unable to meet demand for our landlord and leasehold advice services – we receive referrals from our family finance and conveyancing teams and have a growing reputation in our local areas (Whitechapel and Clapham Junction) for our landlord and residential leasehold work. Therefore it is important that you are willing to act for landlords and leaseholders to help us meet the demand for these services. If you do not have any knowledge or experience of leasehold advice, we would be able to provide you with training and close supervision to help develop your skills.

You will take on a wide range of housing law cases and act for a variety of clients including private individuals and small to medium businesses.

### **Description of role**

- Carrying out all allotted casework, promptly and efficiently.
- Communicating clearly and regularly with clients, complying with 'client care' requirements.

- Keeping up to date with general legal developments, particularly relating to own specialist field(s).
- Ensuring that time spent on all casework is promptly recorded and on conclusion of cases that they are billed and payment is recorded promptly.
- Dealing with all routine correspondence, negotiations and advocacy, where appropriate.
- Working closely with colleagues in other departments to provide a holistic service to clients.
- Development of our landlord services and leasehold work.
- Analysing legal matters and advising clients of appropriate course of action.
- Undertaking appropriate administrative tasks in accordance with the Office Manual to help to ensure smooth functioning of department and efficient casework and billing.
- Providing supervision where appropriate and/or reporting to supervisors when supervision required.

## **Person specification**

### Essential Characteristics

- Experience and knowledge of a full range of housing law (possession, disrepair and tenancy dispute proceedings)
- A willingness to act for landlords, as well as occupiers in property litigation.
- One year's post qualification experience (or equivalent for CiLEX)
- Ability to carry out own advocacy at the county court or tribunal. For CiLEX candidates, you must hold the Advocacy qualification (equivalent to rights of audience for solicitors)
- Good working knowledge of the legal aid scheme and CCMS
- Experience of privately-paying work with individuals and small to medium sized businesses
- Ability to communicate effectively with the firm's client group
- Willingness to be involved in business development
- Good track record of creating and maintaining client contacts
- Excellent oral and telephone skills
- Ability to prioritise and work efficiently under pressure
- Excellent written communications skills
- Problem-solving ability
- Excellent IT Skills
- Commercial awareness
- Current Practising Certificate (or CiLEX equivalent)

### Desirable characteristics

- Experience of advising leaseholders across a range of issues (including formal lease extension procedures, collective enfranchisement procedures, service charge disputes, breach of lease covenants and conditions and dispute resolution).

If you do not have such experience, you will have a willingness to be trained up to carry out this work.

- Knowledge of alternative funding arrangements such as CFAs
- Experience of marketing or networking in previous legal roles

### **Terms and conditions**

- Hours: 35 per week; 9.30am-5.30pm Monday–Friday (alternative working arrangements including part-time hours will be considered).
- Start date: as soon as possible.
- Salary: £30,000-40,000, in accordance with experience and in line with current pay scales.
- You will be entitled to 25 days' annual leave.
- The successful candidate will be based in either of our two offices - in Clapham Junction or Whitechapel.
- The firm offers family friendly policies.
- TV Edwards LLP operates a workplace pension scheme.
- TV Edwards LLP operates a performance-related bonus scheme.

### **The application process**

The firm welcomes applications from all sectors of society and is committed to equality and diversity in all aspects of practice and within this application process. If your experience does not match that set out above in that you have more experience, we would still encourage you to apply.

Applications must be on the firm's application form. **We will not consider any applications which are not on the application form.**

The application form together with completed equality monitoring questionnaire must be returned to Lisa Walton at our Whitechapel office.

Please email a completed application form and equality monitoring questionnaire to [Lisa.Walton@tvedwards.com](mailto:Lisa.Walton@tvedwards.com)

The closing date for applications is **9am Monday 12 July 2021**.

Documentary proof of your right to work in the UK will be required as part of the recruitment process.

***While we thank you for the interest you have shown in TV Edwards, due to the anticipated response, please be aware that only shortlisted candidates will be contacted.***