****

**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.

**The Department**

We undertake all aspects of housing law, as well as community care, Court of Protection and public law cases.

The team is primarily based at our office in Whitechapel, with a smaller team at Clapham Junction.

We work closely with our colleagues in the firm’s family, crime, mental health, and personal injury departments whose clients often require expert legal assistance with their social welfare matters.

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 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 appointment a Solicitor or Chartered Legal Executive Advocate who is able to meet the Legal Aid Agency supervisor requirement.

You will be experienced in all aspects of housing law (including possession proceedings, claims for poor housing conditions and homeless applications). You will need to share our passion for access to justice, have good knowledge of the legal aid scheme and have the skills to provide supervision to a growing team of junior lawyers. Experience of private client work would be an advantage. You will have a desire to grow as a lawyer and enhance the department. Marketing and networking skills are important to continue to develop the team.

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

**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.
* 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)
* Able to meet the LAA supervisor requirements
* Good working knowledge of the legal aid scheme and CCMS
* 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)
* 3 years’ PQE

Desirable characteristics

* Ability to carry out own advocacy at the county court or tribunal. For CiLEX candidates, you should hold the Advocacy qualification (equivalent to rights of audience for solicitors)
* Experience of privately-paying work with individuals
* Knowledge of alternative funding arrangements such as CFAs
* Experience of marketing or networking in previous legal roles

**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 that are not on the application form.**

The application form together with a 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

The closing date for applications is **Monday 12 December 2022** with interviews provisionally to be held via MS Teams on 15/16 December.

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.***