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**PROPERTY LITIGATION 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.

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 property and commercial litigation.

The team is primarily based at our office in Whitechapel, with a smaller team at Clapham Junction. There is currently 1 salaried Partner, 3 solicitors, 2 Paralegals and 1 trainee solicitor within the department. TV Edwards 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.

We are instructed on a wide range of property litigation disputes, including but not limited to:-

**Property Litigation**

* Boundary Disputes
* Breaches of Covenant and Easements
* Building Disputes
* Commercial Lease Renewals
* Contested Probate
* Dilapidations and Disrepair Disputes
* Neighbour Disputes
* Rent Reviews
* Residential and Commercial Landlord & Tenant Possession Claims
* Service Charge Disputes
* Tenants’ Rights to Purchase and Withholding of Consent by Landlords
* Tolata Disputes

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.

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

**Property Litigation Solicitor**

TV Edwards LLP seeks to appoint a Property Litigation Solicitor with between 3-6 years of Post Qualification Experience. You will be experienced in all aspects of property litigation. Experience of privately paying client work is essential.

Currently we are unable to meet demand for our litigation services. We have a thriving dispute resolution department, and we require someone to help support the growth of the department. You will take on a wide range of cases and act for a variety of clients including private individuals and small to medium businesses.

**Description of Role**

* Development of all property litigation / dispute resolution work.
* 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 property litigation (including acting for landlords in possession, disrepair and tenancy dispute proceedings), leasehold properties (including formal lease extension procedures, service charge disputes, breach of lease covenants and conditions and dispute resolution)
* 3-6 years’ post qualification experience
* Ability to carry out own advocacy at the county court or tribunal would be beneficial but not essential
* 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

Desirable Characteristics

* Knowledge of alternative funding arrangements such as CFAs and DBA’s
* Experience of marketing or networking in previous legal roles

**Terms of Employment**

* Hours: 35 per week; 9.30am-5.30pm Monday–Friday
* Competitive salary, dependent on experience.
* You will be entitled to 25 days’ annual leave.
* 1 day birthday day.
* The successful candidate will be based in our Whitechapel office but may need to carry out some work from our Clapham Junction office. Flexible working is being offered.
* The firm offers family friendly policies.
* The firm operates a workplace pension scheme.
* The firm operates a performance-related bonus scheme.
* Anticipated start: As soon as possible

**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.**

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

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.***