

Job Description

Job title	Legal Advisor
Profession	Legal, Governance & Risk
Band	E
Directorate	GGC (Group General Counsel)
Accountable to	Legal Counsel

Job Purpose:

The role will provide high quality and result oriented legal advice to individuals and departments within Sovereign Network Group (SNG) and to ensure that the legal team provides excellent customer-focused legal services to all its customers and clients. Responsible for own caseload of legal cases, assisting with team and organisational projects, and providing administrative support (as necessary) for the legal team.

Financial responsibility: No financial responsibility

People responsibility: No direct or indirect reports

Autonomy:

Within broad direction set by Legal Counsel, this role will deliver key accountabilities.

Key Accountabilities:

- Work in accordance with SNG's and the legal team's policies and procedures and the proactive incorporation of SNG's values into every day work outputs. Observe and continually promote equality, inclusion and customer care.
- Demonstrate adequate legal knowledge for the role and keep up to date with developments in the law.
- Partner the business in the provision of legal advice and build strong working relationships with client stakeholders.
- Help prepare and deliver training sessions, insight reports and briefings on legal principles, procedures and updates to SNG.
- Contribute to and assist in the creation of organisational procedures and end-to-end processes.
- Continuously seek realistic ways to improve efficiency and effectiveness in the role, to help the department, and SNG, achieve its goals.
- Comply with requirements to produce statistics and other performance or value indicators so that senior management have clarity regarding the effectiveness of the team and its place in serving the wider organisation.

- Proactively prepare for and participate in all team, department or other internal meetings in order to fully utilise the opportunity to share information and opinions, make decisions, implement and move forward on matters affecting the organisation.
- Report regularly on work progression and any actively that require change or a new approach in the best interests of the organisation.
- Consciously consider risk and mitigation when recommending a course of action or making decisions and work with risk managers and established processes for the best outcomes in SNG's interest.
- Assist team managers or supervisors by following all measures connected to regulatory, compliance, quality control and risk management aspects of the legal team's work or connected to the wider organisation.
- In discussion with the relevant line manager, design and carry out a unique learning and development programme that will ensure progression of knowledge and skills for the person in post and develop their personal effectiveness.
- Ensure reasonable travel as the job demands - usually to offices of SNG or to locations where property acquisitions or disposals or other matters are centred.
- Carry out legal work required for asset management of a shared ownership property portfolio including.
 - Staircasing of Shared Ownership leases.
 - Dealing with repossessions of shared ownership leases.
 - Acting on assignments of shared ownership leases.
- Carry out legal reviews of title, planning, estate documents and leases to provide reports and advice on the same.
- Carry out legal work relating to statutory applications made by SNG customers for purchasing their properties (i.e. under "Right to Buy" or "Right to Acquire" legislation etc.) including:
 - Application qualification.
 - Compliance with legislative procedure and timeframes.
 - Dealing with the sale conveyancing.
 - Dealing with discount repayments and title requirements.
 - Assisting with demolition orders and notices.
- Carry out legal work relating to the strategic asset management of SNG's property portfolio including:
 - Dealing with the sale of small areas of land.
 - Variations of restrictive covenants.
 - Adverse possession claims.
 - Requests for rights of way.
 - Residents' applications for consent to make home improvements.
 - Private owners' applications for consent to make home improvements.
 - Proper record keeping including signing and sealing in relation to deeds of covenant for estate charge liability.

- Providing confirmation of ownership for applications for disabled facilities grants.
- Party wall arrangements.
- Licences for various activities.
- Dealing with assignments of long leases on behalf of the landlord.
- Dealing with lease extensions.
- Requests for deeds of easement.
- Requests for wayleaves.
- Legal analysis of boundary queries including assisting the GIS team with mapping of boundary responsibility.
- Constructions disputes.
- Carrying out legal reviews of title, planning, estate documents and leases to provide reports and advice on the same.
- Carry out legal work required to promote good tenancy management including:
 - Housing disrepair claims.
 - Possession claims.
 - Injunction claims.
 - Breach of tenancy claims.
 - Access injunctions for gas and electricity safety.
 - Liability assessments and solution advice.
 - Negotiate settlements and cost agreements.
 - Leasehold management advice.
 - Service charge disputes and debt recovery.
 - ASB injunctions.
- Carry out legal work required for the shared ownership and private sales of new build properties including:
 - Understanding the title planning and all other relevant documents.
 - Setting up a scheme for plot sale owners and tenants to co-exist including attention to boundaries rights of way and use of communal facilities.
 - Drafting contracts transfers and shared ownership leases.
 - Replying to enquiries.
 - Dealing with the conveyancing process to completion in support of the Sales team.
- Act as an assistant to senior members of the legal team to include support on legal cases, support with regard to the performance management of the external panel solicitors, document management and needs of the legal team.
- Assist with covering cases during periods of absence of other team members.
- Comply with systems to ensure that all legal cases are logged and processed to ensure a customer focused service is delivered at all times.

General

- Role model SNG's values and behaviours, fostering an environment of trust, transparency, inclusion, and employee wellbeing.
- Demonstrate everyone safe and well everywhere, every day by making health and safety a primary consideration in your decision making.
- Participate in learning and development opportunities and activities that develop personal effectiveness and assist in improving performance in the role. Ensure all core and mandatory training is completed and kept up to date.
- Undertake any other duties as may reasonably be required in line with the level of responsibility of the post and to meet the changing needs of the organisation.

Knowledge and Skills:

Essential

- Law degree or other equivalent professional legal training leading towards or having resulted in a recognised legal qualification.
- Experience of working within a legal department, housing association or local authority and managing own legal caseload of similar cases.
- Good verbal and written communication skills.
- Good legal drafting skills.
- Good organisational skills, accuracy and attention to detail.
- Good planning skills with the ability to prioritise own work.
- Proficiency in using legal databases and Microsoft office suite.

Desirable

- Excellent research skills.
- Ability to work independently in a fast-paced environment.
- Ability to develop strong working relationships within the Legal team, with clients and other third-party stakeholders.
- Ability to exercise good judgment and discretion.

This is an overview of the job and will be periodically reviewed and updated to ensure that the job description fully reflects the responsibilities required of the post holder.

Version	Job code	Author	Date created/modified	Effective date
1.0	1261	Laura Lyons	07/2022	
2.0	4499	Iain Mackrory-Jamieson	09/2024	
3.0	4499	Iain Mackrory-Jamieson	18/12/2024	