

**Commercial Property Conveyancer**

**Department – Commercial Conveyancing**

### **Location – Ellis-Fermor and Negus, The Old Registry, 6 Derby Road, Belper, Derbyshire, DE56 1UU**

**Hours – 35 hpw (Monday – Friday 9am – 5pm, 1 hour lunch each day) Flexible / part time hours and / or hybrid working may be available**

**Salary - Circa £35,000 + discretionary performance and Christmas bonus**

**JOB DESCRIPTION**

**Job Purpose**

* To advise on all aspects of commercial property law including conveyancing, preparing documents and correspondence, interviewing clients, negotiating on behalf of clients and meeting billing targets
* To lead, manage and develop our Derbyshire commercial property team based in Belper
* To contribute to our mission of establishing lifelong relationships with all our clients by anticipating and responding to their needs for quality legal services

**Main Duties**

1 To handle a varied caseload of commercial property matters including sales and purchases, leases, development re-financing transactions, charity and charity property matters and other landlord and tenant work

2 To take a proactive approach in building professional relationships with clients and other contacts in order to develop and grow our commercial property presence in the Derbyshire area

3 To work productively with colleagues in our Nottinghamshire offices

4 To maintain and promote the good image and reputation of the firm

5 To assist colleagues, Directors and Heads of Department with any marketing and training events and initiatives

6 To manage and supervise junior staff and support staff including assisting with recruitment, training etc

7 To use the case management software

**General Duties**

1 To work in a flexible way to ensure that the workload is completed and to undertake any other jobs commensurate with the level of the post

2 To establish, maintain and enhance team-working with colleagues and staff of Ellis-Fermor and Negus

3 To keep confidential all information about individuals and the business of Ellis-Fermor and Negus and work within the guidelines of the GDPR

4 To abide by our Equality and Diversity, Health and Safety, Anti Money Laundering Policies and all other relevant policies

**ROLE SPECIFICATION**

|  |  |
| --- | --- |
|  | **CRITERIA** |
| **Experience and Qualifications** | 5 years’ experience in commercial property |
| Experience of handling high-value commercial property matters and financial transactions |
| Experience of establishing, building and sustaining professional relationships with clients and other contacts |
| Experience of managing own workload and prioritising appropriately |
| Experience of working with charities and charity property (desirable) |
| A proven track record of meeting billing targets |
| **Skills and Abilities** | Excellent communication skills |
| Ability to work on own initiative with minimal supervision |
| Excellent IT skills |
| Ability to train and support junior staff |
| The ability to work to tight deadlines |
| Highly motivated, forward thinking, entrepreneurial and results focussed |
| Empathetic and caring approach |
| A pro-active and positive attitude |
| **Other** | Commitment to learning and development |
| High level understanding of Anti Money Laundering responsibilities and GDPR requirements |
| A satisfactory DBS |
| Sympathetic to our Christian ethos and heritage |

**Line Management Responsibilities – Trainee Commercial Conveyancer**

**Line Manager – Director / Head of Department**