



Job Profile

Job Title	Legal Assistant (Property)		
Job Reference No.	HOMEJD417	Date of issue:	Jun 2026

The job in a **nutshell...**

You provide an effective administration service to the Development team. Your work supports day-to-day activity and helps the team operate efficiently.

You maintain property records and maps, deal with routine queries, relating to leases, boundaries and plans. You make sure information is accurate, easy to access and kept up to date so property activity can progress without delay.

What **success** will look like...

- The Development team has reliable and effective administrative support in place. Tasks are completed on time and information is available when needed, enabling day-to-day activity to run smoothly
- Records are maintained in good order and are fully up to date across new development and sale activity. Information relating to acquisitions and disposals is collated accurately.
- Instructions to external solicitors for site set up and initial plot sales are issued clearly and on time. All relevant information is gathered, organised and shared effectively. Records of instructions are collated and maintained.
- Equipment and facilities required for the Development team are in place when needed. Orders are raised in good time and managed effectively.
- External agencies are engaged with effectively, and searches and records are arranged within required timescales. Information is available when needed, supporting property transactions and legal processes.
- Skills and knowledge keep up with changes in legal and property work. New requirements are understood and applied. Administration remains current and aligned to legal processes, ensuring consistent standards and effective support.
- Staff across Home Group receive clear and timely responses when requesting property records, plans or information. Queries are handled efficiently, and accurate information is provided. Colleagues are able to progress their work without delay because they can rely on the support and information provided.

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- Routine property queries and transactions are processed accurately and in line with established procedures. Information is handled carefully, documentation is complete, and activity is recorded correctly. Work is completed on time, reducing the risk of errors and ensuring a consistent and reliable administrative service.

You'll already have these **brilliant** skills, qualifications and knowledge...

Transferable Skills.	Technical qualifications, experience and knowledge.
<p>We are self-starters</p> <ul style="list-style-type: none"> • Be well organised • Be a technical specialist • Strive to get it right first time 	<p>Attention to detail</p> <ul style="list-style-type: none"> • Maintains a high level of accuracy in all work • Applies a thorough and consistent approach to tasks • Works in a structured and methodical way in a busy environment
<p>Commercial – We have a creative spark</p> <ul style="list-style-type: none"> • Think outside the box about how things can be done more efficiently and effectively • Be confident to try something new – give it a go • Act on your ideas – make things happen! 	<p>Communication</p> <ul style="list-style-type: none"> • Communicates clearly with a range of stakeholders • Liaises effectively with customers to support service delivery • Shares information in a timely and appropriate way
<p>We have an eye for detail</p> <ul style="list-style-type: none"> • Pays attention to the detail • Has the appropriate skills and experience • Using and recording information accurately and timely 	<p>Record keeping and systems</p> <ul style="list-style-type: none"> • Maintains accurate and up to date records and documentation • Works confidently with documentation processes • Uses Microsoft Office to produce and manage information

We'd also love you to have, or be **brilliant** at... (but don't worry if not)

A track record of working in a fast-paced office environment.

Highly developed analytical, resourcing and communication skills, with the ability to collate detailed information for various audiences in an efficient and effective way.

Experience of working in a fast-changing environment with the organisation and customer service skills needed to manage changing priorities.

We're all **accountable** for..

Health and Safety of our ourselves and others; put simply this includes taking the time to complete all learning, understanding your role-specific responsibilities, working with reasonable care and taking steps to address and report problems related to Health and Safety.

Taking a proactive approach to your learning and development to be the best you can be. This includes understanding and keeping up to date with all our relevant policies and processes as well as taking advantage of all the learning opportunities and resources available to you ... they're there for a reason but don't worry, we'll help keep you informed along the way.

Promoting equality, diversity and inclusion as a top priority at Home Group; leading by example in your actions and demonstrating our Brilliant People behaviours.

Keeping things compliant! You'll have role-specific and organisational goals but it's important you take these seriously and keep people and information secure and safe within the scope of doing your bit here at Home Group.

Comfortable operating in a modern digital workplace, including using digital tools to work collaboratively and productively.

Other **important** stuff..

Budget Holder	No	Budget value up to £	<input type="text" value="N/A"/>
Manages People	No	# of direct reports circa	<input type="text" value="N/A"/>
Travel	Occasional	Driving Essential	No
DBS	None		



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